	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.	
All Amendments A		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it		
18	20	omittea.	Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).	
Affirmation of Authority Criteria to Consider				
Allilliation of	f Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments	
	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	Reviewer's Comments Bidder used the exact wording from the sample letter.	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	Bidder used the exact wording from the sample letter.	
Awarded Points 20 Business Info	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Bidder used the exact wording from the sample letter.	
Awarded Points 20 Business Info	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Bidder used the exact wording from the sample letter. Reviewer's Comments	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	
20	20	clear. 0 points if omitted.	Bidder used the exact wording from the sample letter.
Attestation of Ti	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	Bidder used the exact wording from the sample letter.
TOTAL RESUM	IE POINTS		,
258	300 Points		
		Resume Review	ı - Jennifer Ahrens
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
120	125	Fugliatoria abilituta urita aabarant ranarta	Professional, nice layout, organized well. Narrative used throughout to provide additional information, robust descriptions.
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	Five plus years qualifying experience which includes working as a contracted evaluator, working in a supported
140			living agency, and more.
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the Evaluator's work.	Bidder has 13 years experience conducting certification evaluations, plus additional experience working in
85			supported living and as a tutor for individuals with developmental disabilities.
Understanding ar Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS		Citiena to Constact	Neviewel 3 Collinielits
and 2 or 10		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	Bidder describes experience as a contracted evaluator, including referencing applicable Washington Administrative
85		necessity of exercising independent judgment.	Codes.
Risk Assessmen		Criteria to Consider	
Vulnerable In	dividuals	5116114 to 551161451	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
/Waraca r onito	Trux Goorg	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85	vi+in a	necessity of exercising independent judgment.	Bidder describes experience in this area, including waiting on-site until a provider remedies a safety concern.
Report Wi	Max Score	Criteria to Consider	Reviewer's Comments
Awarded Politis	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
	- 55	points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	Bidder describes experience with writing reports, including following training and requirements for reports.
		experience, and the necessity of exercising independent judgment.	Discusses how they approach visits with providers to make them feel comfortable, while also being able to convey
85			compliance concerns.
Knowledge of Micro	soft Office and		
Other Computer		Criteria to Consider	Reviewer's Comments
Ade d Deini			
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
		minimum: avnoriance with other annlications and databases are worth	•

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Yes. Experience with Microsoft office, DSHS tools for report submissions, as well as other databases and virtual communication platforms.
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These	
		comments may be useful to decision makers.	
TOTAL SUBMITTAL	LETTER POINTS		
685	700		

Bid Letter Review (Per Attachment B)				
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points		Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	use of letterhead; well formatted; layout is easily readable; all questions acknowledged with explanation where requested	
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20		is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20		0 points if omitted.	authority acknowledged	
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	relevent experience listed	
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of (Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of 1		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	300 Points		
		Resume Review	ı - Jennifer Ahrens
esume Organizatior	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	resume organized by experience per subject (e.g. risk assessment, regulatory enforcement, communication) with
125		(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	chronological work history at end; bidder also included insight into their professional approach to subject areas presented
Does Resume Sup that Proposed Ev Minimum Qua	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	Five years Social Services Plus Qualifying Ex - 8 yrs - SL environment working w/ I/DD individuals in Direct Support and Program Coordinator roles 13 yrs - evaluating/auditing community settings serving Individuals w/ DD incl. client interviews

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	
85		Evaluator's work.	yes; 17 yrs
Understanding a	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
Awarded Folints	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	uses hidder has included a page dedicated to sufficient their lunderstanding and enforcement of least latent
85		necessity of exercising independent judgment.	yes; bidder has included a page dedicated to outlining their 'understanding and enforcement' of 'regulatory, statutory and program standards'
Risk Assessmer		necessity of exercising independent judgment.	Statutory and program standards
Vulnerable In		Criteria to Consider	Reviewer's Comments
Accorded Delete	M	Does the Resume reflect experience assessing risks faced by members	
Awarded Points	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		Cadadion (ineagh expensive addate) mente mere pointe than acce	
		education without experience), and how closely it relates to what the	
		education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
85		education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	yes; bidder details their approach to risk assesment
Report W	_	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	yes; bidder details their approach to risk assesment Reviewer's Comments
	riting Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider	
Report W	_	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition	
Report W	_	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	
Report W	_	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	
Report W	Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the	
Report W	_	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more	
Report W	Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it	
Report W	Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
Report W Awarded Points	Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it	Reviewer's Comments
Report W Awarded Points	Max Score	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
Report W Awarded Points	Max Score 85 85 soft Office and	education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Criteria to Consider Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated,	
85	85	this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes: MS Word, Outlook, Excel, PowerPoint; TEAMS, Skype, Zoom, Telehealth; STARS, CARE, O-Drive
Other Qualit	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
700	700		

	Bid Letter Review (Per Attachment B)				
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Clean and organized, professionally laid out and well written. Complete business and contact information.		
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is			
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all questions in a clear professional manner.		
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this			
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.		
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments		
Affirmation of Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments		
		Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.			
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	Reviewer's Comments Reviewer's Comments		
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.			
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score 100	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues,			
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score 100	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Bidder does not go into detail in letter but resume goes into great detail. Bidder understands the role of a contractor		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	No website
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	
20	20	clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	ETTER POINTS		
300	300 Points		
		Resume Review	v - Jennifer Ahrens
Resume Organization	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
120	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths. Reviewer deducted 5 points due to length as it could be shortened and more brief.
Does Resume Supp that Proposed Eva Minimum Quali	luator Meets	Criteria to Consider	Reviewer's Comments
i iiiiiiii qaad	moutions.		Notice of Community
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
		A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	
		• Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		If none of the minimum qualifications are met, the entire Resume should	
	150	be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which	
		would include (but is not limited to) consideration of how closely the	
		claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
150			Bidder has five years of social services experiences plus qualifying experiences.
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	
85 Bidder discusses experience working with Developmental Disabilities through	ughout.
Understanding and Enforcing Statutory and Regulatory Mandates, Criteria to Consider Reviewer's Comments and DSHS Policy	
Awarded Points Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Bidder states experience with enforcing policy and regulations to ensure W.	/AC, RCW, and Policy requirements are
Risk Assessment Regarding	
Vulnerable Individuals Criteria to Consider Reviewer's Comments	
Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does	
education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
85 necessity of exercising independent judgment. Bidder goes into great detail regarding her experience assessing risk faced	by vulnerable populations.
Report Writing Criteria to Consider Reviewer's Comments	
Awarded Points Max Score	
Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
experience, and the necessity of exercising independent judgment.	
Bidder has extensive experience with producing written reports.	
Knowledge of Microsoft Office and Other Computer Applications Criteria to Consider Reviewer's Comments	
Awarded Points Max Score Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Bidder has experience using microsoft office as well as multiple other computer applications.
Other Qualifi	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	The bidder notes that she is a Certified Master Gardener through Washington State University. This shows commitment to her community.
TOTAL RESUM	IE POINTS		
695	700		

Bid Letter Review (Per Attachment B)				
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information		
All 7 Questions		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
45	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.		
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.		
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score			
		Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20		authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
20 Business Info	,	authority to bind the company. Score based on how clearly this is stated.	Reviewer's Comments	
	,	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	Reviewer's Comments	
Business Info	ormation	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments	
Business Info	ormation Max Score	authority to bind the company. Score based on how clearly this is stated. O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Reviewer's Comments	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	LETTER POINTS		
195	300 Points		
		Resume Review	- Jennifer Ahrens
esume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
oes Resume Support Proposed Evaluator N Qualificati	Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

So Significant Processing Comments White Proces	Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score should include consideration of the type of If indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the score of 0. If so, the awarded score should include consideration of the type of If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed to the proposed of the proposed Evaluation vould be able to do s	85		claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score should include consideration of the type of If indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the score of 0. If so, the awarded score should include consideration of the type of If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed to the proposed of the proposed Evaluation vould be able to do s				
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to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and the work closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Regarding Vulnerable individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the year of experience or education (though experience usually ments more points than does education without experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score should include consideration of the type of experience, and the necessity of exercising independent judgment. 85 Knowledge of Microsoft Office and Criteria to Consider Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
Risk Assessment Regarding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Ones the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Stockedge of Microsoft Office and Citeria to Consider Reviewer's Comments Reviewer's Comments			to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
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Awarded Points Max Score of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score of outsideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and			Criteria to Consider	Reviewer's Comments
so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education (though experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Criteria to Consider Reviewer's Comments Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments	Awarded Points	Max Score		
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B5 Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider			Citicila to Consider	Horier o Commond
Criteria to Consider Reviewer's Comments		85	of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
	· ·		Criteria to Consider	Reviewer's Comments
Awarded Points Max Score Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth	Awarded Points	Max Score	, , , , , , , , , , , , , , , , , , , ,	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
700	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	and Contact Information	Organized and on business letterhead. It could have had some bullets or delineation for their answers to question 1. and 4.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.		
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment number and date listed clearly with affirmation of having read it.	
Affirmation of	f Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the		
		authority to hind the company Score based on how clearly this is stated		
20	20	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
20 Business Info			Reviewer's Comments	
		0 points if omitted.	Reviewer's Comments	
Business Info	ormation	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments	
Business Info	ormation Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O points if omitted.	Business has been contracted as a Residential Evaluator for 13 years.	
Business Info	ormation Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	Certification of qualifications included.
Attestation of Ti	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	Statement of truthfullness included.
TOTAL SUBMITTAL I	LETTER POINTS		
295	300 Points		
		Resume Review	v - Jennifer Ahrens
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	Although there is structure in the resume - it can be difficult to follow the organization due to the long paragraphs
110	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	and sentences. Professionally the paragraphs should be written more concise. Bullet points and more on point/concise information would have been easier to read/understand. Page 6 and 7 of resume are easier to follow.
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
150 Working with indi	ividuals with		No Masters or Bachelor's degree but over 5 years of Social Services experience.
Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
2-	85	awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	
85			Over 20 years experience working with individuals with developmental disabilities.
Understanding ar Statutory and Regula and DSHS I	itory Mandates,	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
85	85	neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Worked as an evaluator following statutes, regulations and agency policy for 13 years.
Risk Assessmen		Criteria to Consider	
Vulnerable Inc	dividuals		Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
		of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
	85	score should include consideration of the type of experience or education (though experience usually merits more points than does	
	65	education (though experience assatty ments more points than does education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Report Wr	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Official to Consider	NOTIONAL 3 COMMITTAL
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			Reports and forms written as an evaluator including writing citiations and Statements of Deficiencies.
Knowledge of Micros Other Computer		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

80	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Has used is most aspects of Microsoft Office. Not currently using excel as an evaluator.
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
680	700		

Eagle Tail Consultants (Note: 2 Resumes)

		Bid Letter Review (Per Attachment B)
Letter Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	
All 7 Questions	s Addressed	Criteria to Consider	Followed sample letter guidelines. However, not all information was answered. Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
15	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Sample letter was used; however, they did left important information out including if they have any websites, if they have offered relevant professional services in the field.
All Amendments	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this is stated (should be close to language in Sample Letter). O points if omitted.	Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).
Affirmation o	of Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is	
20	20	stated. 0 points if omitted.	Bidder used the exact wording from the sample letter.
Business Inf	formation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	
	100	individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	
0 Business Ac	dvorticing	Criteria de Constidor	This information was not included in the letter.
Not Scored	Optional	Criteria to Consider If Bidder's letter states that there is a website or other advertising, please include in your comments if you notice any discrepancies	Reviewer's Comments

		between the website's contents and what is stated in the Bidder's submittal letter.	Bidder used the exact wording from the sample letter but did not indicate if they did or did not have a website.
Certification of	Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	Didder used the exect used in from the comple letter
Attestation of	Truthfulness	Criteria to Consider	Bidder used the exact wording from the sample letter. Reviewer's Comments
		The statement that all information contained in the letter is truthful is	HONORO O COMMUNICA
Awarded Points	Max Score	required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	
20	20	you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL	LETTER POINTS		
138	300 Points		
		Resume 1 Review - Leon Eagle Tail (resu	me is at the end of the Attachment D file)
Resume Organizatio	n and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points		Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete	
60	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Resume attached to Bidder Response form. Resume was challenging to read and appear to be missing information. It was also difficult to determine positions and dates.
Does Resume Suppo	ort Contention that		information. It was also difficult to determine positions and dates.
Proposed Evaluato		Criteria to Consider	
Qualifica			Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	
150	150	Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Master's degree in Social Work/Aging Specialty.
Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	

0	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	It is not apparent from the resume that the Bidder worked with individuals with intellectual and developmental disabilities.
Understanding and E and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
70	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	The resume outlines program evaluation, contract compliance work, including monitoring and coordinating federal funding. Provided expert program evaluation, consultation, and technical assistance to programs.
Risk Assessment Re Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	
50	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	The resume indicates the Bidder provided technical assistance in situations such as suicidal ideation/attempts, substance abuse, traumatic sexual assaults, etc. but the details of that TA are not clear.
Report V	Writing	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	
50	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Based on some of the position tasks listed in the resume, it is believed that the Bidder most likely has experience writing reports although the details of that are not clear.
Knowledge of Microso Computer Ap		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	

0	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	This information was not included in the resume.
Other Qual	lifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN	ME 1 POINTS		

	Resume 2 Review - Marjean Eagle Tail (resume is at the end of the Attachment D file)			
Resume Organization and Presentation		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete		
40	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Resume attached to Bidder Response form. Resume was challenging to read and lacked details and dates.	
Does Resume Suppo				
Proposed Evaluato Qualifica	ations?	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR		
150	150	Five years of Social Services experience PLUS qualifying experiences.	Bachelor's degree in education, plus 30 years teaching experience. Additionally, 8 years caregiver for elderly parents.	

Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
0	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	It is not apparent from the resume that the Bidder worked with individuals with intellectual and developmental disabilities.
Understanding and I and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
0	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	This information is not able to be obtained from the resume.
Risk Assessment Re Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	
0	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	There is minimal to no information regarding job tasks listed in the resume so this is unable to be determined.
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	

0	85	Evaluation would be able to up so? If the little titls strough be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	There is minimal to no information regarding job tasks listed in the resume so this is unable to be determined.
Knowledge of Microso Computer A		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the	
15	85	Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	The resume lists word processing, Quick Books, Excel as skills but not to what extent or any details.
Other Qual	ifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	The Bidder likely has skills in this area that could have been described in detail for purposes of this solicitation.
TOTAL RESUN	1E 2 POINTS		
205	700		
TOTAL RESUME POINTS			
585	1400		

Eagle Tail Consultants (Note: 2 Resumes)

	Bid Letter Review (Per Attachment B)			
Letter Organization	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	complete contact info; organized; formatted; no use of letterhead; still inclusive of Attachment B sample document; questions not completed.	
All 7 Questions	s Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
25	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	not all questions addressed.	
All Amendments	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged	
Affirmation o	of Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is		
20	20	stated. 0 points if omitted.	authority acknowledged	
Business Inf	formation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
0	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	beginning 10/12/2021 - no information listed	
Business Ac	dvertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.		

Certification of C	Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	
20	20	clear. 0 points if omitted.	included and clear
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	included (typed)
TOTAL SUBMITTAL	LETTER POINTS		
135	300 Points		
		Resume 1 Review - Leon Eagle Tail (resu	ime is at the end of the Attachment D file)
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on	
50	125	the Proposed Evaluator's ability to write coherent reports.	resume is incomplete; lacks professional presentation/organization; information presented is confusing as which job it pertains, work history layout is difficult to follow;
Does Resume Suppo			
Proposed Evaluator Qualificat		Criteria to Consider	
Qualifica	110115 :		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	
		Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	
	150	If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed	
150		experience,	Master's Degree in Social work

Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
40	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	no mention of working w/ Developmentally Disabled individuals- having a background in Mental Health and substance abuse I am assuming there is a capability
Understanding and E and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
40	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	one sentence in resume states "Area Substance Program Evaluation, Contract Compliance and Revenue Enhancement". I assume from this statement bidder has some experience with statute enforcement
Risk Assessment Re Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If	
40	85	not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	does not mention any risk assesments, but am assuming would have been a part of evaluations and consultation in Medical and Behavioral Health
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	

20	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	can only assume from position titles that reports would have been required.
Knowledge of Micros Computer A		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	
20	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	No mention of MS Office. Bidder was a part of Electronic Data System implementations, training and program development. Mentions providing tech assistance.
Other Qua	lifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUME 1 POINTS			
360 700			

	Resume 2 Review - Marjean Eagle Tail (resume is at the end of the Attachment D file)			
Resume Organization and Presentation		Criteria to Consider Reviewer's Comments		
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete		

50	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	resume is incomplete; lacks professional presentation/organization; resume lists places worked and job title, no dates or information pertaining to capabilities
Does Resume Suppo Proposed Evaluator Qualifica	r Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	
150	150	Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Marjean - BS in Business Education, minor is social sciences, 30 years in public education
Working with ine		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
40	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	no mention of working w/ Developmentally Disabled individuals - teacher for 30 years - assuming some capability of working with DD clients
Understanding and E and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
20	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	no mention of statutory enforcment - assuming as a teacher had to follow regulations and has basic understanding
Risk Assessment Re		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	

20	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	no mention of risk assesments - assume as a teacher there would have been risk assessment for abuse and safe environment in school at the least
Report V	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	
20	85	Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	no mention - assume as a teacher there were written planning materials
owledge of Microso Computer Ap			Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	
40	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes a mention of Excel, Quickbooks and wordprocessing
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	E 2 POINTS		
340	700		

TOTAL RESUI	ME POINTS
700	1400

Eagle Tail Consultants (Note: 2 Resumes)

		Bid Letter Review	(Per Attachment B)
Letter Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Complete Business and Contact info. Clean and organized.
All 7 Question	s Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue	
35	50	does not apply. Using the question numbers and presenting in order is not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder did not answer questions 4 and 5 (-15)
All Amendments	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Piddor asknowledged amondment
Affirmation	of Authority	Criteria to Consider	Bidder acknowledged amendment. Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	
	20	authority to bind the company. Score based on how clearly this is stated. O points if omitted.	
20 Business In	formation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
0	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Bidder did not address this under question 4 in the submission letter.
Business A	dvertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder did not answer

Certification of	Qualifications	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.		
	0.0	Scoring should be based on its inclusion and whether the statement is		
20	20	clear. 0 points if omitted.		
Attestation of	Truthfulness	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is		
		required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to		
20	20	you!		
TOTAL SUBMITTAL	LETTER POINTS			
185	300 Points			
Resume 1 Review - Leon Eagle Tail (resume is at the end of the Attachment D file)				
Resume Organization	n and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include:		
Awarded Forms		Professional Presentation, Coherent Organization, Complete		
		Information (chronological job history, etc.) and how well it reflects on		
	125	the Proposed Evaluator's ability to write coherent reports.		
Does Resume Suppo	ort Contention that		Reviewer struggled with the organization of resume. Layout was difficult to follow. Spelling errors.	
Proposed Evaluator		Criteria to Consider		
Qualifications?			Reviewer's Comments	
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR		
		A Bachelor's Degree in a qualifying field PLUS two years of Social		
		Services experience in that field; OR		
	150	• Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)		
150		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Designated bidder has masters degree in social work.	
Working with in		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score		
	Trax Score	awarded should be 0. If so, consider the quality and type of experience		
		claimed and how well it fits into the interactions the proposed Evaluator		
	85	may have with members of that population during the course of the		
0		Evaluator's work.	No experience noted in resume.	

Understanding and E and Regulatory Man Polic	dates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
10	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Risk Assessment Reg Individu		Criteria to Consider	
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Reviewer's Comments
10	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
0	85		None noted.
nowledge of Microso Computer Ap		r Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	

0	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	None noted.
Other Qua	lifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	DDA supports individuals with co-occuring disorders and bidder has extensive experience in this area.
TOTAL RESUN	ME 1 POINTS		
250	700		

	Resume 2 Review - Marjean Eagle Tail (resume is at the end of the Attachment D file)			
Resume Organizatio	n and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete		
40	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Resume is short with limited information. No evidence in resume of how bidder would be able to write reports.	
Does Resume Suppo	ort Contention that			
Proposed Evaluato		Criteria to Consider		
Qualifica	ations?		Reviewer's Comments	
Awarded Points	Max Score	Must have one of the following: A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR		
150	150	Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Interim bidder has a bachelor's degree in a qualifying field plus two years of social services experience.	

Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
0	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	none noted
Understanding and E and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
0	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	none noted
Risk Assessment Re Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	
0	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	none noted
Report V	Writing	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	

0	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	none noted
Knowledge of Microso Computer Ap		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	
30	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Noted experience with word processing, quick books, excel.
Other Qual	ifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E 2 POINTS		
220	700		
TOTAL RESUI	ME POINTS		
470	1400		

Eagle Tail Consultants (Note: 2 Resumes)

	Bid Letter Review (Per Attachment B)			
Letter Organization	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information		
All 7 Question	s Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
20	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	areas not addressed	
All Amendments	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.		
Affirmation o	of Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is		
5	20	stated. 0 points if omitted.	unlcear	
Business In	formation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O points if omitted.		
0	100		blank	
Business A	dvertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.		
Certification of	Qualifications	Criteria to Consider	Reviewer's Comments	

Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of	Truthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	LETTER POINTS		
150	300 Points		
		Resume 1 Review - Leon Eagle Tail (resu	me is at the end of the Attachment D file)
Resume Organization	n and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete	
	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
50			lack of organization and clear information that reflects ability
Does Resume Suppo Proposed Evaluator		Criteria to Consider	
Qualifica		Official to oblished	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	
150	150	Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	
Working with inc		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	
0		LVALUATOI S WOIK.	unable to locate compotency in this area

Understanding and E and Regulatory Man Polic	dates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
20	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	resume provide little information in this area
Risk Assessment Reg Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	Neviewer's Comments
50	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Report V	Vriting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	
20	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	resume provide little information in this area
Computer Ap		r Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	

30	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qual	ifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN			
320	700		

	Resume 2 Review - Marjean Eagle Tail (resume is at the end of the Attachment D file)				
Resume Organization and Presentation		Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete			
10	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	lack of information		
Does Resume Suppo			tack of illioffiation		
Proposed Evaluator		Criteria to Consider			
Qualifica	ations?		Reviewer's Comments		
Awarded Points	Max Score	Must have one of the following: A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) 			
150					

Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
0	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	unable to locate language and competency in this area
Understanding and I and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
0	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	unable to locate language and competency in this area
Risk Assessment Re Individ		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	
30	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	lack of information
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	

0	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Knowledge of Micros Computer A		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	
0	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	unable to locate language and competency in this area
Other Qual	lifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN	ME 2 POINTS		
190	700		
TOTAL RESU	ME POINTS		
510 1400			

Eagle Tail Consultants (Note: 2 Resumes)

		Bid Letter Review	Per Attachment B)
Letter Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business	
20	70	and Contact Information	Contact info is complete. No business letterhead. Missing information or no answer to questions. Dates have typos. A typed signature only. Letter had the examples in it about how to complete it from the original directions.
All 7 Questions	s Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
30	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	No answer to #5. #4 is incomplete (missing a "none" or the business' previous work). A typed signature only.
All Amendments /	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation o	f Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is	
20	20	stated. 0 points if omitted.	
Business Inf	formation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
10	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	10 points for including the date the business was started, but no business experience is listed.
Business Ad	dvertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	

Certification of C	Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20		clear. 0 points if omitted.	Statement included regarding the bidder meeting all minimum qualifications.
Attestation of T	Truthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is	
		required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	
20	20	you!	Statement inlouded attesting to truthfullness.
TOTAL SUBMITTAL	LETTER POINTS		
140	300 Points		
		Resume 1 Review - Leon Eagle Tail (resu	me is at the end of the Attachment D file)
Resume Organizatior	and Presentation	Criteria to Consider	Reviewer's Comments
Nesume Organization	Tana i resentation	Sheria to consider	neviewer 3 comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
		Professional Presentation, Coherent Organization, Complete	
	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	There is a shronglediscal history and some argonization, but atherwise, not a prefereignal presentation. Dear
40	120	, , , , , , , , , , , , , , , , , , , ,	There is a chronological history and some organization, but otherwise - not a professional presentation. Poor formatting. Paragraphs have little separation. Ideas/information runs together. Changing past and present tenses.
Does Resume Suppo	rt Contention that		
Proposed Evaluator		Criteria to Consider	
Qualifica	tions?	Must have one of the following:	Reviewer's Comments
Awarded Points	Max Score	 A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social 	
150	150	Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Has a Masters Degree.
Working with inc		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
40	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	No information on working with people with deveopmental disabilities. Information include on working with mental health and/or substance abuse programs through Indian Health Services indicating ability to work with individuals with developmental disabilities.

Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be		
40	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.		
Risk Assessment Reg Individ		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the		
40	85	awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	The resume shows 8 years of experience working as a consultant for programs that work with vulnerable populations and having a Masters degree. Consulting and technical experience provided to individuals with mental health, sexual assualt, domestic violence and/or substance abuse. No information is provided on assessment risks of vulnerable persons.	
Report W	/riting	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a		
15	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Resume reports completing "all Area Program Evaluation" and having a Masters degree, but no other informatic is provided on composition of written reports.	
Knowledge of Microso Computer Ap		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is		

15	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	No information is provided on use of Microsoft Office - but information is provided on implementing an electronic data system.
Other Qua	lifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN	ME 1 POINTS		
340	700		

	Resume 2 Review - Marjean Eagle Tail (resume is at the end of the Attachment D file)			
Resume Organizatio	on and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete		
20	125	Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Resume is extremely short without experiential detail. Not professionally presented. No job duties section or dates of different employment.	
Does Resume Supp			uates of different employment.	
	or Meets Minimum	Criteria to Consider		
Qualific	ations?		Reviewer's Comments	
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social		
150	150	Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Meets minimum qualifications through Bachelor degree and 30 years experience combined in teaching including Headstart and as a director of chemical dependency detox (unknown timeframes of each other than 30 years total).	

Working with in Developmenta		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
60	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	The resume does not specifically identify working with individuals with developmental disablities, but worked as a teacher including Head start, elementary, Jr. High and GED students - showing some possible abilitiy to do so. Also, including caregiving for elderly parents.
Understanding and E and Regulatory Mar Poli	ndates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be	
20	85	able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience o education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	No experience reported regarding experience involving the enforcement of statutes, regulations or agency policy. They may be able to do so with their experience as a director for a detox for Crow Nation and work as a teacher.
Risk Assessment Re		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to	
20	85	do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	No information on assessing risk of vulnerable populations, but worked as a teacher and as a director of a social detox for the Crow Nation.
Report \	Vriting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	

20	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	No information was provided on preparation and composition of written reports, but has a bachelors depree and worked as a teacher.
Knowledge of Microso Computer Ap		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is	
70	85	demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	The resume states experience with Word Processing, Quick Books, and Excel.
Other Qual	ifications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E 2 POINTS		
360	700		
TOTAL RESU	ME POINTS		
700	1400		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
18	20		Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
	20		Bidder used the exact wording from the sample letter.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
60	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Minimal information is provided regarding the experience of the business.	
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20		clear. 0 points if omitted.	Bidder used the exact wording from the sample letter.
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL	LETTER POINTS		
238	300 Points		
•		Resume Review	v - Kathy Kershner
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
Awarded Follits	Max Score	Professional Presentation, Coherent Organization, Complete Information	
	125	(chronological job history, etc.) and how well it reflects on the Proposed	
120		Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points. Summarized qualifications.
Does Resume Supp that Proposed Eva		Criteria to Consider	
Minimum Qual		Citteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following:	
		A master's degree in a qualifying field of study; OR	
		 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR 	
		Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		If none of the minimum qualifications are met, the entire Resume should	
	150	be scored as a 0. You do not need to evaluate the remaining scored	
		attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which	
		would include (but is not limited to) consideration of how closely the	
		claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	Bachelor of Science degree, plus many years of experience as a contracted evaluator and working various positions
150			within a supported living program.

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	Bidder has 21 years experience conducting certification evaluations, plus additional experience working many
85		Evaluator's work.	positions within a supported living program for individuals with developmental disabilities.
Understanding a			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	L. Donatha Dannard (Control of the Control of the C	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
		statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	0.5	education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	Bidder lists contracted evaluator experience (21 years), and references extensive knowledge of Washington
85		necessity of exercising independent judgment.	Administrative Codes and policies.
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Foling	Trax deore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
80		necessity of exercising independent judgment.	Bidder has been a contracted evaluator for 21 years. States they investigate reports of potential abuse.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	- Sheha to Consider	- Honorio a Commenta
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
1		1	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	Bidder includes experience with authoring detailed comprehensive reports and uploading information into state
85			Bidder includes experience with authoring detailed comprehensive reports and uploading information into state data systems.
85 Knowledge of Micro Other Computer			

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
85	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Bidder states they are proficient in Microsoft Office applications - word processing, spreadsheets, and databases.
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Bidder is requesting multiple changes to the contract, including additional funding. Additionally, bidder disclosed that they own a home that a supported living program rents for people in their program.
TOTAL RESUM	ME POINTS		
690	700		

		Bid Letter Review	v (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	use of letterhead; well organized; formatted; complete w/ contact info; all questions acknowledged with explanation where requested
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	authority acknowledged
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O points if omitted.	
100	100		beginning 2/01/2004 - RCS Community Residential Evaluator / DDA Evaluator - Companion Home, Alternative Living, C-SOLA, ETSS, IHS for children, OPRS, SAIF / RCS Independent Informal Dispute Resolutions Evaluator / Alaska Social & Health Services Independent Information Dispute Resolution Evaluator
Business Ad	vertising	Criteria to Consider	Reviewer's Comments
	0		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
20 Attestation of Tr	ruthfulnoss	,	included & clear Reviewer's Comments
Attestation of 11	Tutiliutiless	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20	i	you!	included
TOTAL SUBMITTAL L	LETTER POINTS		
300	300 Points		
		Resume Review	v - Kathy Kershner
Resume Organization	and Presentation		Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
		(chronological job history, etc.) and how well it reflects on the Proposed	
125	125	Evaluator's ability to write coherent reports.	professional; organized; chronological work history included; compressed yet detailed overview of each position
Does Resume Supp	ort Contention		
that Proposed Eva		Criteria to Consider	
Minimum Quali	ifications?		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
		A Bachelor's Degree in a qualifying field PLUS two years of Social	
		Services experience in that field; OR	
		• Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		If none of the minimum qualifications are met, the entire Resume should	
	150	be scored as a 0. You do not need to evaluate the remaining scored	
		attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which	
		would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	
150			Bachelor's in Human Services plus 32 yrs working with individuals w/ intelletual & developmental disabilities
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
	65	may have with members of that population during the course of the	
85		Evaluator's work.	yes; 32 yrs
Understanding ar	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
Awaraca romits	riax ocorc	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	Described to the second of the
0.5			
Risk Assessmen	+ D = ✓= maline ✓	necessity of exercising independent judgment.	policy, WAC, RCW
Vulnerable Ind		Criteria to Consider	Parisments Comments
vullierable iili	uiviuuats		Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
		of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
	0.5	score should include consideration of the type of experience or education (though experience usually merits more points than does	
	85	education (though experience usually ments more points than does education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	experience assessing risk for vulernable populations during evaluations - RCS & DDA Residential/ compliance
85		necessity of exercising independent judgment.	adherance for self and staff - 11 yrs
Report Wi	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Official to Consider	nononoi 3 Osimilano
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	yes; 11 yrs as an evaluator including dispute resolution; elected member of Whatcom County Board of Health and
85			Flood Control District Board; U.S. Navy Lieutenant; 10 yrs in leadership roles including owner & board of Directors
Knowledge of Micro	soft Offi <u>ce and</u>		
Other Computer A		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
		minimum: avnoriance with other annications and databases are worth	1

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes; MS Office applications
Other Qualifi	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
700	700		

		Bid Letter Review	r (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Clean and organized, professionally laid out and well written. Complete business and contact information.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all questions.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Bidder lists out her experience in letter and goes into detail in her resume. Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising. please	

Certification of Q Awarded Points	Max Score	include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter. Criteria to Consider A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	no internet based advertising. Reviewer's Comments
20	20	clear. 0 points if omitted.	
Attestation of Tr	rutntulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	
20		you!	
TOTAL SUBMITTAL L	300 Points		
		Resume Review	v - Kathy Kershner
Resume Organization	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths.
Does Resume Supp that Proposed Eva Minimum Quali	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	
150			Bachelors degree in human services and two years social services experience.

Working with indi Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
85		Evaluator's work.	Bidder discusses experience working with Developmental Disabilities throughout.
Understanding at Statutory and Regula and DSHS	atory Mandates,	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
85	85	neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder states extensive knowledge of policy and washington administrative code.
Risk Assessmen Vulnerable In		Criteria to Consider	
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	Reviewer's Comments
	85	is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	Bidder has experience assessing risk faced by vulnerable populations.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder has extensive experience with producing written reports.
Knowledge of Micro	soft Office and		Bidder has extensive experience with producing written reports.
Other Computer		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
85	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	proficient in microsoft office.
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Active within Whatcom County Council- shows commitment to her community . Developmental Disabilities Advisory Board, North Sounds mental health advisory board, shows advocacy working with this population outside of her job duties.
TOTAL RESUM	IE POINTS		
700	700		

		Bid Letter Review	r (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business	
70	70	and Contact Information	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	
Business Ad	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	
20	20	clear. 0 points if omitted.	
Attestation of Ti	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL I	LETTER POINTS		
300	300 Points		
		Resume Review	ı - Kathy Kershner
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
Does Resume Suppor Proposed Evaluator I Qualificati	Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

So Significant Processing Comments White Proces	Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score of 0. If so, the awarded score should include consideration of the type of Intention to the policy before the policy that the Evaluation vould be able to do so? If neither this should be able to do so? If neither this should be awarded as score of 0. If so, the awarded score should include consideration of the type of If the policy that policy the policy that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed of the policy that the evaluation that the proposed to the policy to so of Intention the solution to would	85		claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score of 0. If so, the awarded score should include consideration of the type of Intention to the policy before the policy that the Evaluation vould be able to do so? If neither this should be able to do so? If neither this should be awarded as score of 0. If so, the awarded score should include consideration of the type of If the policy that policy the policy that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed of the policy that the evaluation that the proposed to the policy to so of Intention the solution to would				
Awarded Points Max Score should include consideration of the type of experience or education (though experience, and the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the office of 0	and Regulatory Mand	dates, and DSHS		Reviewer's Comments
to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and the work closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Regarding Vulnerable individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the year of experience or education (though experience usually ments more points than does education without experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of the structure consideration of the type of experience, and the necessity of exercising independent judgment. 85 Knowledge of Microsoft Office and Criteria to Consider Sciteria to Consider Beseven's Comments Reviewer's Comments Re	Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
Risk Assessment Regarding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Ones the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Stock of Microsoft Office and Citeria to Consider Reviewer's Comments Reviewer's Comments			to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
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Awarded Points Max Score of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score of outsideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and			Criteria to Consider	Reviewer's Comments
so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education (though experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Criteria to Consider Reviewer's Comments Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments	Awarded Points	Max Score		
Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider Reviewer's Comments	85		so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider				Reviewer's Comments
B5 Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider			Citicila to Consider	Horier o Commonto
Criteria to Consider Reviewer's Comments		85	of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
	· ·		Criteria to Consider	Reviewer's Comments
Awarded Points Max Score Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth	Awarded Points	Max Score	, , , , , , , , , , , , , , , , , , , ,	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
700	700		

		Bid Letter Review	ı (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professional letterhead used. Letter states it does not include additional materials, but a resume was included. Professionally written, except bullets would make reading te experience section in #4 easier to read.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment is included and acknowledged as read.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Bidder has been in business since 2004 and served as an Evaluator for a number of programs.
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising. please	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Qu	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	uthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	ETTER POINTS		
TOTAL SOBPITTAL L	LITER FOINTS		
295	300 Points		
		Resume Reviev	v - Kathy Kershner
sume Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
		(chronological job history, etc.) and how well it reflects on the Proposed	Resume is professionally presented, and coherent. The bolded parts assist in findng/reading information. It could
120	125	Evaluator's ability to write coherent reports.	be formatted/written in a better way that is easier to read, rather than paragraphs.
Does Resume Suppo			
	ort Contention		
that Proposed Eva	luator Meets	Criteria to Consider	
	luator Meets	Criteria to Consider	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications?		Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications?	Must have one of the following:	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications?		Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which	Reviewer's Comments
that Proposed Eva Minimum Quali	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	Reviewer's Comments
that Proposed Eva	luator Meets fications? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which	Reviewer's Comments

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator	
	85	may have with members of that population during the course of the	
		Evaluator's work.	
85 Understanding a	nd Enforcing		
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS		Official to Oofisiaci	nonero 3 comments
		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	Bachelors degree and 20+ years experience as an evaluator. Reports knowledge of policy and WAC and makes
		education without experience), and how closely it relates to what the	recommendations to achieve compliance. Experience making sure a Supported Living program the bidder was
80		Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	working for was complying with WAC, RCW and DDA policy. Limited information on enforcement of statutes and regulations with other providers other than to make recommendations to meet compliance.
Risk Assessmer	nt Regarding	necessity of exercising independent judgment.	regulations with other providers other than to make recommendations to meet computative.
Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Politis	мах эсоге	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
05		Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Laurantization of compute of above and an European desirable mark 000 computer
85 Report W	/riting	Criteria to Consider	Investigation of reports of abuse as an Evaluator during the past 20+ years. Reviewer's Comments
Awarded Points	Max Score	- Citteria to Consider	neverer 3 comments
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	20+ years as an evaluator. Resume reports authoring detailed comprehensive reports as an evaluator, but limited
80			information.
Knowledge of Micro	soft Office and		
Other Computer		Criteria to Consider	Reviewer's Comments

			1
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Resume reports proficiency in Microsoft office applications - word processing, spreedsheets and databases. It also references uploading information to the state database systems.
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUME POINTS			
685	700		

disAbility Pros

Bid Letter Review (Per Attachment B)					
Letter Organization and Presentation		Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.			
50	50		All issues were addressed.		
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	omittea.			
18	20		Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).		
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score 20	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.			
20 Business Information		Criteria to Consider	Bidder used the exact wording from the sample letter. Reviewer's Comments		
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	neviewer's Comments		
60	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Minimal information is provided regarding the experience of the business.		
Business Advertising		Criteria to Consider	Reviewer's Comments		
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising. please			

		include in your comments if you notice any discrepancies between the	
		website's contents and what is stated in the Bidder's submittal letter.	
			Bidder does not have a website.
Certification of Qu	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20		clear. 0 points if omitted.	Bidder used the exact wording from the sample letter.
Attestation of Tru	uthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20	20	you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL L	ETTER POINTS		
258	300 Points		
		Resume Revie	w - Dianna Rapacz
Resume Organization a	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
Awarded Forms	Tiax ocorc	Professional Presentation, Coherent Organization, Complete Information	
	125	(chronological job history, etc.) and how well it reflects on the Proposed	
115		Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points. Summarized qualifications.
Does Resume Suppo		Onikawia ta Oawaidan	
that Proposed Eval Minimum Qualif		Criteria to Consider	Reviewer's Comments
Millinani Quati	ilcations:		Neviewel 3 Confinents
Awarded Points	Max Score	Must have one of the following:	
		A master's degree in a qualifying field of study; OR	
		A Bachelor's Degree in a qualifying field PLUS two years of Social	
		Services experience in that field; OR	
		Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		If none of the minimum qualifications are met, the entire Resume should	
	450	be scored as a 0. You do not need to evaluate the remaining scored	
	150	attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which	
		would include (but is not limited to) consideration of how closely the	
		claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	Bachelor of Arts degree, plus twenty-seven years of experience working with individuals with intellectual and

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	Bidder has 9 years experience conducting certification evaluations, plus additional experience working in supported
85		Evaluator's work.	living programs for individuals with developmental disabilities.
Understanding a			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	Don't	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
		statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	85	education without experience), and how closely it relates to what the	
			Bidder lists contracted evaluator experience (9 years), and references Residential Guidelines, Washington
85		necessity of exercising independent judgment.	Administrative Codes, policies, and other regulations that they are knowledgeable of.
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Pollits	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	Bidder has been a contracted evaluator for 9 years. States they have completed home visits, reviewed records, and
		Evaluator would be expected to do, the length of the experience, and the	completed interviews to assess risk. Includes taking actions to ensure client protections when significant safety
85		necessity of exercising independent judgment.	issues are found.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
	85	score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more	
	00	points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	Ridder includes experience with writing comprehensive reports to decument citations and evidentians expect
85		s. periodes, and the hoodesty of energialing independent judgment.	Bidder includes experience with writing comprehensive reports to document citations and evidentiary support. Includes using designated evaluation tools.
Knowledge of Micro	soft Office and		ทางเฉนอง ฉังการ นองเราติเลเอน องล์เนลเบา เบบเจ.
-Knowteuge of Micro			
Other Computer		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
85	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Includes statement about Office 365 proficiency, and named programs, and department applications.
Other Qualit	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Additional experience as a Skilled Nursing Facility Quality Intellectual Developmental Disability Professional (QIDP), which included PASRR reviews. Financial client service manager at a supported living agency.
TOTAL RESUM	IE POINTS		
690	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	and Contact Information	well formatted; use of letterhead; well organized; complete contact info; all questions acknowledged with explanation wheres requested; well formatted	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is not as crucial as addressing all the issues, but may be considered if the		
50 All Amendments A	50	information is difficult to find and/or not well delineated.	letter addresses all questions posed	
All Amendments A	cknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20	20	0 points if omitted.	authority acknowledged	
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	RCS Community Residential - Social Services Regulation Compliance DDA Field Evaluation - Social Services Regulation Compliance Qualified Intellectual Developmental Disability Professional (QIDDP) Monitoring - Skilled Nursing Facility Regulation Compliance	
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20	·	clear. 0 points if omitted.	included & clear
Attestation of Ti	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20	20	you!	included
TOTAL SUBMITTAL I	LETTER POINTS		
300	300 Points		
		Resume Review	w - Dianna Rapacz
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
	125	Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	resume well organized, compartmentalizing qualification summary and chronological work history; presented in a
Does Resume Supp	ort Contention		way the is eye catching, organized and easily digested
that Proposed Eva		Criteria to Consider	
Minimum Qual	ifications?		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	
150			BA + 27 yrs experience working w/ DD adults

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	27 yrs working w/DD individuals in numerous capacities = direct care, compliance, service coordinator, program
		may have with members of that population during the course of the	spec., financial manager; current contracted Evaluator DSHS ALTSA (13yrs) & DDA (9yrs); Quality Intellectual
85		Evaluator's work.	Developmental Disability Professional (QIDDP)
Understanding a			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	Describe Describe reflect and river in the birth and an extension of the	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	0.5	education without experience), and how closely it relates to what the	lyes; bidder details throughout their resume the understanding, enforcement and correction follow up of regulatory
		Evaluator would be expected to do, the length of the experience, and the	and DSHS policy requirements; specifically DDA Residential Guidelines, WAC codes, RCWs, DDA Policy, Code of
85		necessity of exercising independent judgment.	Federal Regs; SNF QIDDP 7yrs, current contracted DSHS evaluator RCS residential & DDA
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Foling	Trax deore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	yes; bidder has described in detail their knowledge with assessing risks faced by vulnerable populations; SNF QIDDP 7yrs, current contracted DSHS evaluator RCS residential & DDA
Report W	/riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Official to Constact	- Herional a Comments
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	yes; several instances throughout resume the bidder discusses writing reports, providing documentation in various
85			settings; SNF QIDDP 7yrs, current contracted DSHS evaluator RCS residential & DDA
Knowledge of Micro Other Computer		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's	
85		professed level of comfort with Office (if provided.)	yes; bidder maintains proficiencies in MS Office 365 as well as department apps such as STARS and CARE
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	ME POINTS		
700	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professionally laid out, well written. Complete Business and Contact info. Clean and organized.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all questions in a clear and professional manner.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20	20	0 points if omitted.		
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.	
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	No website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	LETTER POINTS		
300	300 Points		
		Resume Revie	w - Dianna Rapacz
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
115		(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	The bulk of the resume is Professional Experience. Bidder explains through her experience that she can write coherent reports. Clear professional writing. Organization of the resume (-10).
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	
150		difficulty level and the breadth of the claimed experience,	Bidder has bachelors degree plus two years of social services experience.

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	
85		Evaluator's work.	Bidder discusses experience working with Developmental Disabilities throughout.
Understanding a	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
Awarueu Follits	riax Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
85		necessity of exercising independent judgment.	met.
Risk Assessmen Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Follits	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	Bidder goes into detail regarding her experience assessing risk faced by vulnerable populations.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			Bidder has extensive experience with producing written reports.
Knowledge of Micro	soft Office and	Criteria to Consider	Reviewer's Comments
Other Computer	Applications	Ontona to consider	neviewer 3 confinents

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's	
85 Other Quali		professed level of comfort with Office (if provided.) Criteria to Consider	Bidder has experience using microsoft office as well as multiple other computer applications. Reviewer's Comments
Other Quan			neviewei 3 Collillellis
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Experience as a program coordinator so she understands the agencies perspective during the certification evaluation process.
TOTAL RESUN	ME POINTS		
690	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information		
70 All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.		
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20		is stated (should be close to language in Sample Letter). 0 points if omitted.		
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 20	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
20 Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
100		convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.		
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL I	300 Points		
		Resume Review	v - Dianna Rapacz
Resume Organization	and Presentation		Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
Does Resume Suppor Proposed Evaluator I Qualificati	Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator	
	85	may have with members of that population during the course of the	
0.5		Evaluator's work.	
85 Understanding and Er	nforcing Statuton		
and Regulatory Mand		Criteria to Consider	Reviewer's Comments
Polic		Official to Constact	Hereard & Comments
		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
05		Evaluator would be expected to do, the length of the experience, and the	
Risk Assessmer		necessity of exercising independent judgment.	
Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
		of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
	0.5	score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85	(1.0())		
Knowledge of Micro			
Other Computer		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN	ME POINTS		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professional business letterhead used. Coherently organized - in a manner that is logical. Complete Business and Contact info provided. Bullet points for items included - so easy to follow logic.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All criteria/issues are addressed.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	
		authority to hind the company. Score based on how clearly this is stated	
20	20	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
20 Business Info			Reviewer's Comments
-		0 points if omitted.	Reviewer's Comments
Business Info	ormation	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	
Business Info	ormation Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O	Reviewer's Comments Experience of the bidder is included. Business has experience as an RCS Evaluator, DDA Field evaluation and as QIDDP.
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O	Experience of the bidder is included. Business has experience as an RCS Evaluator, DDA Field evaluation and as

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	LETTER POINTS		
300	300 Points		
		Resume Review	w - Dianna Rapacz
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Professional presentation, well written, chronological layout, coherent organization, easy to follow, complete infoshows the Evaluator's ability to write reports well.
Does Resume Supp that Proposed Eva Minimum Quali	luator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following:	
		 A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social 	
		Services experience in that field; OR	
		• Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
	150	If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored	
		attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	
		claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	
150			Meets minimum qualifications with BA. Plus numerous years working in social services field.
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the Evaluator's work.	
85		Lvaluatoi S Work.	27 years experience working with persons with developmental disabilities.
Understanding a			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	December December with the companion and investigated and an arrangement of	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	or.	education (though experience usually merits more points than does	
	85	education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	Extensive experience understanding and enforcing mandates and DSHS policy.
Risk Assessmen	nt Regarding		,
Vulnerable In		Criteria to Consider	Reviewer's Comments
		Does the Resume reflect experience assessing risks faced by members	
Awarded Points	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	Experience in evaluating safety and protecting clients by making referrals to LE, CRU, RCS and/or DDA. Completed
		Evaluator would be expected to do, the length of the experience, and the	health and safety assessments. Assessment of infringemet of individual's civil rights. Monitored risk of financial
85		necessity of exercising independent judgment.	exploitation.
Report W	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			Experience in report writing as a QDDP and as an Evaluator including techical writing and detailed note taking.
Knowledge of Micro		Criteria to Consider	Reviewer's Comments
Other Computer	Applications	Official to Constact	nenerici 3 commenta
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
		minimum: experience with other applications and databases are worth	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	12 Years experience with Office 365 including Word, and Outlook, plus 9 years using Excel.
Other Qualif	ïcations	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
700	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.	
All Amendments A		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
18	20	is stated (should be close to language in Sample Letter). O points if omitted.	Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).	
Affirmation of				
Ammation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	Bidder used the exact wording from the sample letter.	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	Bidder used the exact wording from the sample letter.	
Awarded Points 20 Business Info	Max Score 20 ormation Max Score 100	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Bidder used the exact wording from the sample letter.	
Awarded Points 20 Business Info Awarded Points	20 ormation Max Score 100	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Bidder used the exact wording from the sample letter. Reviewer's Comments	

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
20 Attestation of Tr	ruthfulpooo	,	Bidder used the exact wording from the sample letter.
Attestation of 11	lutillutiless	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL I	LETTER POINTS		
258	300 Points		
		Resume Revi	ew - Karen Ritter
Resume Organization	and Presentation		Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
		(chronological job history, etc.) and how well it reflects on the Proposed	
115	125	Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points. Summarized qualifications.
Does Resume Supp	ort Contention		productionally most asyonal or game or or sales pointer sales named administration
that Proposed Eva	aluator Meets	Criteria to Consider	
Minimum Quali	ifications?		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	Master of Social Work degree, plus forty-two years of experience working with individuals with intellectual and
150			developmental disabilities in a variety of support settings.
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
85	85	awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	Bidder has 13 years experience conducting certification evaluations, plus additional experience working in supported living programs for individuals with developmental disabilities, special education staff, self-advocacy organization director.
Understanding ar Statutory and Regula and DSHS F	itory Mandates,	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
85	85	neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder lists contracted evaluator experience (21 years), and references Washington Administrative Codes, policies, and other regulations that they are knowledgeable of.
Risk Assessment Vulnerable Ind		Criteria to Consider	Posiculario Commonto
		Does the Resume reflect experience assessing risks faced by members	Reviewer's Comments
Awarded Points	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
85	85	is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder has been a contracted evaluator for 21 years. States they have completed home visits, using tools and guidelines to determine if support needs and safety requirements are being met. Administrator at supported living agency - conducted abuse/neglect investigations of staff, assessed risk, notifying law enforcement, determining a plan of correction.
Report Wr	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder includes experience with preparing narrative reports, writing social summaries, completed hundreds of evaluations, utilizes evaluation tools.
Knowledge of Micros	soft Office and	Criteria to Consider	
Other Computer A	Applications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Includes detailed information about Microsoft office tools used, including formatting experience, and department applications.
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Bidder requests a change to contract requirement related to insurance.
TOTAL RESUM	IE POINTS		
690	700		

		Bid Letter Review	ı (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	complete w/ contact info; no letterhead used; organized; formatted; all questions acknowledged with explanation where requested
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	
20	20	o points ii offitted.	authority acknowleged
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	beginning 5/02/2011 - Certification evals for DDA & ALTSA/RCS/CCRSS
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of C	Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20	-	clear. 0 points if omitted.	included & clear
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	included
TOTAL SUBMITTAL	LETTER POINTS		
295	300 Points		
		Resume Revie	ew - Karen Ritter
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
Awarded Folints	riax ocore	Professional Presentation, Coherent Organization, Complete Information	
	125	(chronological job history, etc.) and how well it reflects on the Proposed	professional, well organized, chronological work history, thorough in describing experience and corellation with
125		Evaluator's ability to write coherent reports.	evaluator role
Does Resume Supp that Proposed Ev		Criteria to Consider	
Minimum Qual		Citiena to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following:	
		A master's degree in a qualifying field of study; OR	
		A Bachelor's Degree in a qualifying field PLUS two years of Social	
		Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		queen musin 2, country, queen on mora detailer	
		If none of the minimum qualifications are met, the entire Resume should	
	150	be scored as a 0. You do not need to evaluate the remaining scored	
		attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	
		claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	Master of Social Work - Human Services Management

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
	4-	claimed and how well it fits into the interactions the proposed Evaluator	
	85	may have with members of that population during the course of the	yes; 42 yrs - RCS & DDA contratcted evaluator 23 yrs; Special Education staff 11 yrs; Ambitions of WA 13yrs;
85		Evaluator's work.	Evergreen Tenant Support 9 yrs
Understanding a			
Statutory and Regula and DSHS		Criteria to Consider	Reviewer's Comments
		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	69	education without experience), and how closely it relates to what the	yes; Program Manager overseeing Supported Living Program; Director of Social Services & Qualified Intellectual
		Evaluator would be expected to do, the length of the experience, and the	Dissability Professional; Stae Administrator/Regional Administrator overseeing SLP & CP; RCS & DDA contracted
85		necessity of exercising independent judgment.	evaluator
Risk Assessmen Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Folints	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	yes; experience includes development of tool for abuse/neglect investigation; Program Manager overseeing
		Evaluator would be expected to do, the length of the experience, and the	Supported Living Program; Director of Social Services & Qualified Intellectual Dissability Professional; Stae
85		necessity of exercising independent judgment.	Administrator/Regional Administrator overseeing SLP & CP; RCS & DDA contracted evaluator
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Door the Regume reflect experience in the annumber of the second states and the second states are second states and the second states are second states and the second states are second states	
		Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	yes; development of policy, prodedures, training manuals, etc.; Program Manager overseeing Supported Living
		experience, and the necessity of exercising independent judgment.	Program; Director of Social Services & Qualified Intellectual Dissability Professional; Stae Administrator/Regional
Knowledge of Micro	soft Office and		Administrator overseeing SLP & CP; RCS & DDA contracted evaluator
Knowledge of Micro Other Computer		Criteria to Consider	Reviewer's Comments
Other Computer	пррисацииз		

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth	
85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes; MS Word, Outlook, Excel, TEAMs, Adobe, CARE, Therap (SOLA), Perceptive Content
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
700	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Clean and organized, professionally laid out and well written. Complete business and contact information.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all 7 questions.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.		
20		,		
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally		
100	100	noints if omitted	Bidder lists out her experience in letter and goes into detail in her resume. Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.	
Business Adv	vertising	Criteria to Consider	Reviewer's Comments	
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please		

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	No website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	LETTER POINTS		
300	300 Points		
		Resume Revi	ew - Karen Ritter
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
120	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths. Reviewer deducted 5 points due to length, the information could be shortened.
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	
150		difficulty level and the breadth of the claimed experience,	Masters degree and 42 years experience.

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	
85		Evaluator's work.	Bidder discusses experience working with Developmental Disabilities throughout.
Understanding a	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
Awarded Follits	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
85		necessity of exercising independent judgment.	met.
Risk Assessmen Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awaracaronits	Trax ocore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	Bidder has extensive experience assessing risk faced by vulnerable populations.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			Bidder has experience with producing written reports.
Knowledge of Micro	soft Office and	Criteria to Consider	Reviewer's Comments
Other Computer	Applications	Ontona to Outsidei	nevious somments

		1	
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
85	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Bidder is proficient in microsoft word, outlook, teams, excel.
Other Quali	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	People First of Washington chapter advisor- shows how involved the bidder is working with this population outside of her job.
TOTAL RESUN	IE POINTS		
695	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business	
70	70	and Contact Information	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	
		authority to hind the company. Score based on how clearly this is stated.	
20		authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
20 Business Info	,		Reviewer's Comments
	,	0 points if omitted.	Reviewer's Comments
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Reviewer's Comments

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
20		,	
Attestation of Ti	rutinutiless	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	
TOTAL SUBMITTAL I	LETTER POINTS		
300	300 Points		
		Resume Revie	w - Karen Ritter
esume Organization	and Presentation		Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
		Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on the Proposed	
125	125	Evaluator's ability to write coherent reports.	
oes Resume Suppor			
Proposed Evaluator	Meets Minimum		
Qualificat		Criteria to Consider	Daviauada Commenta
Qualificat		Criteria to Consider	Reviewer's Comments
Qualificat Awarded Points		Criteria to Consider Must have one of the following:	Reviewer's Comments
	ions?		Reviewer's Comments
	ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	Reviewer's Comments
	ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	Reviewer's Comments
	ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	Reviewer's Comments
	ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences.	Reviewer's Comments
	ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should	Reviewer's Comments
	ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored	Reviewer's Comments
	ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should	Reviewer's Comments
	ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	Reviewer's Comments
	ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	Reviewer's Comments
Awarded Points	ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	Reviewer's Comments
	Max Score 150	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	Reviewer's Comments

Awarded Folints Flax ocore	Does the Resume reflect experience working with, or the ability to work	
	with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
85	claimed and how well it fits into the interactions the proposed Evaluator	
83	may have with members of that population during the course of the	
85	Evaluator's work.	
Understanding and Enforcing Statutory	Orikania ta Oanaidan	Decisionals Community
and Regulatory Mandates, and DSHS Policy	Criteria to Consider	Reviewer's Comments
	Does the Resume reflect experience involving the enforcement of	
Awarded Points Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
	either, is there any indication that the proposed Evaluator would be able	
	o do so? If not, this should be awarded a score of 0. If so, the awarded	
	score should include consideration of the type of experience or	
85	education (though experience usually merits more points than does education without experience), and how closely it relates to what the	
	valuator would be expected to do, the length of the experience, and the	
85	necessity of exercising independent judgment.	
Risk Assessment Regarding	Critaria ta Canaidar	
Vulnerable Individuals	Criteria to Consider	Reviewer's Comments
Awarded Points Max Score L	Does the Resume reflect experience assessing risks faced by members	
Oi	f vulnerable populations such as vulnerable adults and children? If not,	
	is there any indication that the proposed Evaluator would be able to do	
	so? If neither this should be awarded a score of 0. If so, the awarded	
85	score should include consideration of the type of experience or education (though experience usually merits more points than does	
	education without experience), and how closely it relates to what the	
	valuator would be expected to do, the length of the experience, and the	
85	necessity of exercising independent judgment.	
Report Writing	Criteria to Consider	Reviewer's Comments
Awarded Points Max Score		
	Does the Resume reflect experience in the preparation and composition	
	of written reports? If not, is there any indication that the proposed	
	Evaluator would be able to do so? If neither this should be awarded a	
	core of 0. If so, the awarded score should include consideration of the ype of experience or education (though experience usually merits more	
	points than does education without experience), and how closely it	
l r	relates to what the Evaluator would be expected to do, the length of the	
	experience, and the necessity of exercising independent judgment.	
70		
, •		
Knowledge of Microsoft Office and	Criteria to Consider	Reviewer's Comments
	Criteria to Consider	Reviewer's Comments

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
685	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professional presentation, coherent organization with complete business contact information. No business letterhead.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All criteria is addressed.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20		0 points if omitted.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	
Business Ad		Criteria to Consider	Reviewer's Comments
Dusilless Au	Vertising	Criteria to Consider	never a commenta

fications Max Score 20 fulness Max Score 20 TER POINTS B00 Points	Criteria to Consider A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted. Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you! Resume Review	Reviewer's Comments Reviewer's Comments ew - Karen Ritter
20 fulness Max Score 20 TER POINTS 800 Points	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted. Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you! Resume Revie	w - Karen Ritter
20 FER POINTS 300 Points	Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you! Resume Revie	w - Karen Ritter
20 TER POINTS 800 Points	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you! Resume Revie	w - Karen Ritter
ER POINTS	omitted, the response should have been rejected before it was sent to you! Resume Revie	
300 Points		
Presentation		
		Reviewer's Comments
Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	Evaluator's ability to write apharant reports	Profession presentation. A lot of information provided in a readable format. Coherent organization. Complete information. A few typos.
Contention tor Meets itions?	Criteria to Consider	Reviewer's Comments
	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	attributes. If the minimum criteria is met, your scoring should reflect the	
Max .	s? Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator	
	85	may have with members of that population during the course of the	
		Evaluator's work.	
Understanding a	nd Enforcing		
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS		Citteria to Constuei	neviewei 3 Guillilletit3
		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awaraca romits	Trax deore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85 Report W	/riting	necessity of exercising independent judgment.	Poviousta Commenta
Awarded Points	Max Score	Criteria to Consider	Reviewer's Comments
/warded rounts	-lax ocole	Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
	- 00	points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	Created and participated in development evaluation tools. Co-wrote with RCS final Statements of Deficiency.
		, , , , , , , , , , , , , , , , , , , ,	Completed over 500 Supported Living Program certification evaluations.
Knowledge of Micro	osoft Office and		Sometimes and adopting thing in obtain out an outside and the state of
Other Computer		Criteria to Consider	Reviewer's Comments
3 6 6 6 7			

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUN	1E POINTS		
612	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50		not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
10		onnitea.	Letter confirms that they read the Solicitation Document and Sample Contract, however it states that no amendments were issued.
Affirmation of	f Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	Bidder used the exact wording from the sample letter.
Business Info		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
60	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Minimal information is provided regarding the experience of the business.
Business Ad	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	Qualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	Diddox up od the overst wording from the comple letter
Attestation of T	ruthfulness	Criteria to Consider	Bidder used the exact wording from the sample letter. Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL	300 Points		
		Resume Revie	ew - Ron Sherman
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on the Proposed	
115	125	Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Summarized qualifications according to RFQQ areas.
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	Bachelor of Business Administration degree, nine years of experience working with individuals with intellectual and

Working with indi Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	
85		Evaluator's work.	Bidder has 9 years experience conducting certification evaluations. Has volunteered at Special Olympics.
Understanding ar			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	Don't Don't de la constant de la con	
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
		statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	89	education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Risk Assessmen Vulnerable Ind		Criteria to Consider	Reviewer's Comments
Accorded Deinte	May Carre	Does the Resume reflect experience assessing risks faced by members	
Awarded Points	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
			Bidder has been a contracted evaluator for 9 years. States they assess risk through record review, observation, and
85		necessity of exercising independent judgment.	interviews, and make notifications as appropriate.
Report Wi	Max Score	Criteria to Consider	Reviewer's Comments
Awarueu Foiills	rax score	Doos the Pasume reflect experience in the preparation and expresition	
		Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
	- 50	points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	Bidder states they have authored numerous reports and other communications in managerial positions and as an
85			evaluator. Highlights requirements of good reports.
			0 0 1 1 2 2 0 0 1 1 1 1 1 1 1 1 1 1 1 1
Knowledge of Micro	soft Office and	Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
85	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Statement that Bidder considers themselves to have above average skills and knowledge of Microsoft programs, and proficient in use of applications used by evaluators.
Other Quali	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Bidder only would like to work for DDA.
TOTAL RESUM	1E POINTS		
690	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points 65	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	complete w/ contact info; no letterhead used; organized; formatted; all questions acknowledged with explanation where requested
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
10	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	acknowledged as no amendment posted
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	authority acknowledged
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	beginning 7/01/2015 - Certifications of RCS Supported Living programs & DDA Companion Homes and Alternative Living Providers
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Ridder's letter states that there is a website or other advertising nlease	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20		clear. 0 points if omitted.	included & clear
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20	7	you!	included
TOTAL SUBMITTAL 285	300 Points		
		Resume Revie	w - Ron Sherman
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	professional, well organized, resume organized by experience per subject (e.g. risk assessment, regulatory enforcement, communication) with chronological work history at end
Does Resume Supp	ort Contention		
that Proposed Eva		Criteria to Consider	
Minimum Qual	ifications?		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	Bachelor of Business Administration plus 26 yrs DSHS DDA, 4yrs DSHS Support Enforcement, 2 yrs DOT, 2 yrs

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
	- 00	may have with members of that population during the course of the	
85		Evaluator's work.	yes; 26 yrs DDA employment plus 8 yrs as a contracted RCS & DDA evaluator
Understanding a	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Accorded Deinte	May 0	Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
			yes; 26 yrs DDA employment plus 8 yrs as a contracted RCS & DDA evaluator - inclusive of writing and revising WAC,
85		necessity of exercising independent judgment.	policy writing and negotiations
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awaracaronits	Trux ocore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	yes; risk assessment for RCS and DDA residential program clients
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			yes; evaluator and managerial positions
Knowledge of Micro		Criteria to Consider	Reviewer's Comments
Other Computer	Applications		

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth	
85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes; MS Office, CARE, STARS, MS TEAMs
Other Qualit	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	TE POINTS 700		

		Bid Letter Review	r (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Organized, professionally laid out and well written. Complete business and contact information.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All 7 questions answered.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
0	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment not acknowledged.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Affirmation of Awarded Points	Authority Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments
			Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	Reviewer's Comments Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	
Awarded Points 20 Business Info	Max Score 20 ormation	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues,	
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score 100	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Reviewer's Comments Bidder lists out experience in letter and goes into detail in resume. Bidder understands the role of a contractor and

Certification of Q	ualifications	include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter. Criteria to Consider	no website. Reviewer's Comments
Awarded Points	Max Score 20	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	uthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	LETTER POINTS		
280	300 Points		
		Resume Revie	w - Ron Sherman
Resume Organization	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths.
Does Resume Supp that Proposed Eva Minimum Quali	luator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
150			5 + years of social services experience.
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
	85	awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
85		Evaluator's work.	Bidder discusses experience working with Developmental Disabilities throughout.
Understanding a	nd Enforcing		
Statutory and Regula and DSHS		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	Empiremental superior and the state of the s
85		Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Experience enforcing regulatory, statutory, and program standards as set forth in WAC, RCWs, and DSHS program policies.
Risk Assessmen	at Dogarding	necessity of exercising independent Judgment.	policies.
Vulnerable In		Criteria to Consider	Reviewer's Comments
Vullielable III	laividuats	Door the Doorwey without any visit of and the manufacture	Reviewel S Confinents
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	00	education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	Bidder has experience assessing risk faced by vulnerable populations.
Report W	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
85			Bidder has experience with producing written reports.
Knowledge of Micro Other Computer		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
		- minimum: avactioned with ather applications and databases are worth	•

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Experience with microsoft office.
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
700	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	
All 7 Questions		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50		not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
0	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
Business Info		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	
Business Ad	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	LETTER POINTS		
280	300 Points		
		Resume Revie	w - Ron Sherman
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
110	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
Does Resume Suppor Proposed Evaluator I Qualificati	Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
		 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) 	
150	150	If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

So Significant Processing Comments White Proces	Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score of 0. If so, the awarded score should include consideration of the type of Intention to the policy before the policy that the Evaluation vould be able to do so? If neither this should be able to do so? If neither this should be awarded as score of 0. If so, the awarded score should include consideration of the type of If the states to what the Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed to the evaluation that the proposed of the policy the proposed Evaluation v	85		claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score of 0. If so, the awarded score should include consideration of the type of Intention to the policy before the policy that the Evaluation vould be able to do so? If neither this should be able to do so? If neither this should be awarded as score of 0. If so, the awarded score should include consideration of the type of If the states to what the Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the proposed Evaluation that the proposed to the evaluation that the proposed of the policy the proposed Evaluation v				
Awarded Points Max Score should include consideration of the type of experience or education (though experience, and the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the office of 0	and Regulatory Mand	dates, and DSHS		Reviewer's Comments
to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and the work closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Regarding Vulnerable individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the year of experience or education (though experience usually ments more points than does education without experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Preport Writing Awarded Points Max Score Oos the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score should include consideration of the vippe of experience, and the necessity of exercising independent judgment. 85 Knowledge of Microsoft Office and Criteria to Consider Beseven's Comments Reviewer's Comments Revi	Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
Risk Assessment Regarding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Ones the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Stock of Microsoft Office and Citeria to Consider Reviewer's Comments Reviewer's Comments			to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Criteria to Consider Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider Does the Resume reflect experience or equation (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments			necessity of exercising independent judgment.	
Awarded Points Max Score of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score of outsideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and			Criteria to Consider	Reviewer's Comments
so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education (though experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Criteria to Consider Reviewer's Comments Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments	Awarded Points	Max Score		
Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider Reviewer's Comments	85		so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider				Reviewer's Comments
B5 Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider			Citicila to Consider	Horier o Commond
Criteria to Consider Reviewer's Comments		85	of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
	· ·		Criteria to Consider	Reviewer's Comments
Awarded Points Max Score Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth	Awarded Points	Max Score	, , , , , , , , , , , , , , , , , , , ,	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
685	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	ind Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professionally written - but no business letterhead. Good organization. Complete contact info.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
40	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues addressed except error regarding amendment (stating their was no amendment - when their was one.)
All Amendments A	cknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
0	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment not read as letter states there were no amendments issued.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	
		aumoniv to bing the company. Score based on now clearly this is stated.	
20	20	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
20 Business Info			Reviewer's Comments
		O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments
Business Info	ormation	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the	Reviewer's Comments
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Reviewer's Comments

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL I	LETTER POINTS		
269	300 Points		
		Resume Revie	w - Ron Sherman
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
120	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Presentation is adequate, but could appear more professional. Organization is coherent. Writing is understandable/clear and easy to follow.
Does Resume Supp that Proposed Eva Minimum Quali	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
Working with Indi	ividuals with		Bachelors and ample experience in social services.
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
85	85	awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	9 years experience as an evaluator for RCS and DDA.
Understanding a	nd Enforcing		b yours experience as an evaluation of the ordina bby:
Statutory and Regula and DSHS		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
85	85	neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Risk Assessmen		Criteria to Consider	
Vulnerable In	dividuals		Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
85	85	is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Report W	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
85	85	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Knowledge of Micro		Criteria to Consider	Reviewer's Comments
Other Computer	Applications	Sitteria to consider	neviero o dominento
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These	
		comments may be useful to decision makers.	N
TOTAL RESUM	1E POINTS		
695	700		

		Bid Letter Review	ı (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50 All Amendments A		not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20			Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment.
Affirmation of	f Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
20			Bidder used the exact wording from the sample letter.
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
60	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O points if omitted.	Minimal information is provided regarding the experience of the business.
Business Ad	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is	
20		clear. 0 points if omitted.	Bidder used the exact wording from the sample letter.
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL L	LETTER POINTS		
260	300 Points		
		Resume Review	- Patricia Wieland
Resume Organization	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
	125	(chronological job history, etc.) and how well it reflects on the Proposed	
120		Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points. Detailed work experience.
Does Resume Supp that Proposed Eva		Criteria to Consider	
Minimum Quali		Circula to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following:	
		A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social	
		Services experience in that field; OR	
		Five years of Social Services experience PLUS qualifying experiences.	
		(See Attachment D, Section 4, Question A for details)	
		If none of the minimum qualifications are met, the entire Resume should	
	150	be scored as a 0. You do not need to evaluate the remaining scored	
		attributes. If the minimum criteria is met, your scoring should reflect the	
		quantity and quality of the education and the claimed experience, which	
		would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the	
		difficulty level and the breadth of the claimed experience,	
150			Bachelor of Arts degree, plus twenty-five years of experience in social services settings.
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
85		Evaluator's work.	Bidder has 23 years experience conducting certification evaluations, plus additional experience working as a certified counselor, family support case manage, and special education paraprofessional.
Understanding a	nd Enforcing		portings secured by the secure and secure an
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of	
		statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	60	education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Risk Assessmen	nt Regarding		
Vulnerable In	dividuals	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awarded Politis	мах эсоге	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
			Bidder has been a contracted evaluator for 23 years. States they have demonstrated skills in accurately assessing
80		necessity of exercising independent judgment.	risk for and safety of vulnerable adults while visiting their homes and community settings.
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
85		experience, and the necessity of exercising independent judgment.	Bidder includes experience with producing accurate and professional written reports, summaries, working papers and assessment tools.
Knowledge of Micro	soft Office and		anu assessinent tuuts.
Other Computer		Criteria to Consider	Reviewer's Comments
Awardad Daints	May Coor-	Dood the Doorse will be to receive the Microsoft Office (at the	
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

80	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Includes statement about employing software applications such as Microsoft Office and other electronic tools.
Other Qualifi	ications	Criteria to Consider	Reviewer's Comments
Awarded Points	Not Scored	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These	
		comments may be useful to decision makers.	Bidder is requesting amendments to the contract.
TOTAL RESUM	E POINTS		
685	700		

		Bid Letter Review	v (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	use of letterhead, complete w/ contact info; formatted; well organized; all questions acknowledged with explanation where requested
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	
20		Criteria to Consider	authority acknowledged
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	beginning 7/01/2001 - residential evaluation of providers serving indviduals with DD, counseling services
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising. please	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 20	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	LETTER POINTS		
300	300 Points		
		Resume Review	r - Patricia Wieland
Resume Organization	and Presentatio	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	professional appearance, well organized, chronological work history, complete, easily readable
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	
150			yes; BA Sociology/ Psychology plus 25 yrs Social Services Work experience

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
	UU UU	may have with members of that population during the course of the	
85		Evaluator's work.	yes; 32 yrs experience w/ DD individuals
Understanding a	nd Enforcing		
Statutory and Regula	atory Mandates,	Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awardad Dainta	May Caara	Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
			yes; DSHS RCS & DDA residential evaluations 22 yrs; compliance enforcement; WAC, RCW, regulatory, statutory,
85		necessity of exercising independent judgment.	program standards; complaint resolution;
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
/Warada Folina	7100 00010	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85	lai kinari	necessity of exercising independent judgment.	yes; risk assessment of vulnerable populations experience = 22 yrs
Report W		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
	05	score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	
		expensive, and the necessity of exercising independent judgment.	yes; bidder outlines experience w/ writing summaries, research and professional reports including reports
85			regarding compliance and dispute resolution
Knowledge of Micro		Criteria to Consider	Reviewer's Comments
Other Computer	Applications		

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
75	85	minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes; MS Office and 'other electronic tools' are the only mentioned
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
690	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Clean and organized, professionally laid out and well written. Complete business and contact information.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all 7 questions.
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Affirmation of Awarded Points	Authority Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments
			Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	Reviewer's Comments Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	
Awarded Points 20 Business Info Awarded Points 100	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues,	
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Reviewer's Comments Bidder lists out her experience in letter and goes into detail in her resume. Bidder understands the role of a

Certification of Q	ualifications	include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter. Criteria to Consider	no website Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is	
20	20	clear. 0 points if omitted.	
Attestation of Tr	uthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL L	LETTER POINTS		
300	300 Points		
		Resume Review	ı - Patricia Wieland
Resume Organization	and Presentatior	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths.
Does Resume Supp that Proposed Eva Minimum Quali	luator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	Rechelors degree in acciplors/househologs plus 25 years accipit acciving
Working with indi		Criteria to Consider	Bachelors degree in sociology/psychology plus 25 years social services work. Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
	85	awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
85		Evaluator's work.	Bidder discusses experience working with Developmental Disabilities throughout.
Understanding ar Statutory and Regula and DSHS	atory Mandates,	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
80	85	neither, is there any indication that the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Bidder states experience with understanding and enforcing compliance with WAC, RCWs, and other program standards. Did not specifically state enforcement of DSHS policy or any policy (-5).
Risk Assessmen		Criteria to Consider	
Vulnerable Inc	dividuals	5.115.11d to 55115.1d51	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
85	riting	necessity of exercising independent judgment.	Bidder has extensive experience assessing risk faced by vulnerable populations.
Report Wi	Max Score	Criteria to Consider	Reviewer's Comments
	85	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
85			Bidder has experience with producing written reports.
Knowledge of Micro Other Computer		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Experience with microsoft office
Other Qualifi	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These	Currently works as a certified counselor supporting clients with developmental and mental disabilities. Bidder has a
		comments may be useful to decision makers.	deep understanding and years of experience working with the individuals we support.
TOTAL RESUM	IE POINTS		
695	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	
All 7 Questions		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue	
50	50	does not apply. Using the question numbers and presenting in order is not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20		lauthonty to bind the combany. Score based on now clearly this is stated.	
20	20	0 points if omitted.	
Business Info			Reviewer's Comments
		0 points if omitted.	Reviewer's Comments
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments
Business Info	Max Score	O points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Reviewer's Comments

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL	LETTER POINTS		
300	300 Points		
		Resume Review	- Patricia Wieland
esume Organization	and Presentation		Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
		l ' ' '	
oes Resume Suppor Proposed Evaluator		<u> </u>	
	Meets Minimum		Reviewer's Comments
Proposed Evaluator	Meets Minimum		Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions?	Criteria to Consider Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions?	Criteria to Consider Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions?	Criteria to Consider Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions?	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions?	Criteria to Consider Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences.	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the	Reviewer's Comments
Proposed Evaluator Qualificat	Meets Minimum ions? Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR • A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR • Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the	Reviewer's Comments

So Significant Processing Comments White Proces	Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score should include consideration of the type of If indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the score able to the score should include consideration of the type of experience or evaluation (Intuit be expected to the proposed Evaluation vould be able to do so? If Intention the proposed Evaluation vould be able to do so? If Inte	85		claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	
Awarded Points Max Score Bestimer reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS paticy?) If neither is, there any indication that the proposed Evaluation would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score or education (though experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be experience usually ments more points than does education without experience, and now crossly it relates to what the Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Repaiding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable adults and children? If not, is there any indication that the proposed Evaluation would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score of 0. If so, the awarded as score of 0. If so, the awarded score should include consideration of the type of If indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation vould be able to do so? If intention the proposed Evaluation vould be able to do so? If intention the score able to the score should include consideration of the type of experience or evaluation (Intuit be expected to the proposed Evaluation vould be able to do so? If Intention the proposed Evaluation vould be able to do so? If Inte				
Awarded Points Max Score should include consideration of the type of experience or education (though experience, and the proposed Evaluator would be able to do so? If not, this should be awarded a score of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the office of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the awarded score of 0. If so, the office of 0	and Regulatory Mand	dates, and DSHS		Reviewer's Comments
to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and the work closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Risk Assessment Regarding Vulnerable individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the year of experience or education (though experience usually ments more points than does education without experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluation would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Preport Writing Awarded Points Max Score Oos the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score should include consideration of the vippe of experience, and the necessity of exercising independent judgment. 85 Knowledge of Microsoft Office and Criteria to Consider Beseven's Comments Reviewer's Comments Revi	Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
Risk Assessment Regarding Vulnerable Individuals Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Ones the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Stock of Microsoft Office and Citeria to Consider Reviewer's Comments Reviewer's Comments			to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
Awarded Points Max Score Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded a score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Citeria to Consider Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments			necessity of exercising independent judgment.	
Awarded Points Max Score of vulnerable populations such as vulnerable adults and children? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score of outsideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and			Criteria to Consider	Reviewer's Comments
so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education (though experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Report Writing Criteria to Consider Reviewer's Comments Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience, and the necessity of exercising independent judgment. Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments Reviewer's Comments	Awarded Points	Max Score		
Report Writing Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider Reviewer's Comments	85		so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	
Awarded Points Max Score Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider				Reviewer's Comments
B5 Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment. Knowledge of Microsoft Office and Criteria to Consider			Citicila to Consider	Horier o Commond
Criteria to Consider Reviewer's Comments		85	of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
	· ·		Criteria to Consider	Reviewer's Comments
Awarded Points Max Score Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth	Awarded Points	Max Score	, , , , , , , , , , , , , , , , , , , ,	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
	perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	70	
TOTAL RESUM	TE POINTS		

Wieland, Patricia

	Bid Letter Review (Per Attachment B)				
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Professionally written. Business letterhead. Complete contact info. Coherent organization.		
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is			
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.			
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this			
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.			
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.			
20	20	0 points if omitted.			
Business Info	ormation	Criteria to Consider	Reviewer's Comments		
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally			
100	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.			
Business Ad	vertising	Criteria to Consider	Reviewer's Comments		
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please			

alifications Max Score 20 thfulness Max Score 20 ETTER POINTS 300 Points	Criteria to Consider A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted. Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you!	Reviewer's Comments Reviewer's Comments
20 thfulness Max Score 20 ETTER POINTS	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted. Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	Reviewer's Comments
Max Score 20 ETTER POINTS	Criteria to Consider The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	Reviewer's Comments
20 ETTER POINTS	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to	
ETTER POINTS		
	Resume Review	- Patricia Wieland
nd Presentation	Criteria to Consider	Reviewer's Comments
Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information Characteristics (she bistory etc.), and because it reflects on the Proposed.	
125	Evaluatoria ability to write coherent reports	Professionally written. Business letterhead. Complete contact info. Coherent organization.
rt Contention uator Meets ications?	Criteria to Consider	Reviewer's Comments
Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	
rt (ua	Max Score 125 Contention tor Meets ations? Max Score	Resume Review Presentation Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports. Contention tor Meets Criteria to Consider Must have one of the following: A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
		claimed and how well it fits into the interactions the proposed Evaluator	
	85	may have with members of that population during the course of the	
85		Evaluator's work.	
Understanding a	nd Enforcing		
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
80		Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	No info on DSHS policy in resume - but reported experience with WAC and RCW.
Risk Assessmer	nt Regarding		To the on 20-10 period in recent of the control of
Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
7.114.454.7 5.11.15	, ian eeere	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	
85		necessity of exercising independent judgment.	
Report W Awarded Points	riting Max Score	Criteria to Consider	Reviewer's Comments
Awarded Folints	riax Scule	Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
85		experience, and the necessity of exercising independent judgment.	
Knowledge of Micro	osoft Office and	Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score 85	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	fications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
695	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Letter is organized, professional, and follows sample letter guidelines.	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	All issues were addressed.	
All Amendments A		Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
18	20	and acknowledge doing so in the letter. Score based on how clearly this is stated (should be close to language in Sample Letter). 0 points if omitted.	Letter confirms that they read the Solicitation Document and Sample Contract, and includes the Amendment. The bidder left in a sample statement - (please complete, indicating if not amendments were issued).	
Affirmation of	f Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20	20	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.	Bidder used the exact wording from the sample letter.	
	20	authority to bind the company. Score based on how clearly this is stated.	Bidder used the exact wording from the sample letter. Reviewer's Comments	
20	20	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted.		
20 Business Info	20 ormation	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments	
Business Info	20 ormation Max Score	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues,	Reviewer's Comments Reviewer's Comments Minimal information is provided regarding the experience of the business. They state they have been in business	
20 Business Info	20 ormation Max Score	authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments	

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	Bidder does not have a website.
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
20 Attestation of Tr	ruthfulness	Criteria to Consider	Bidder used the exact wording from the sample letter. Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	neviewei's Comments
20	20	omitted, the response should have been rejected before it was sent to you!	Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL L	LETTER POINTS		
248	300 Points		
		Resume Review - <i>Kasey Zinl</i>	k (at the end of Attachment D)
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
115	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points.
Does Resume Supp that Proposed Eva Minimum Quali	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	150	 A master's degree in a qualifying field of study; OR A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience, 	Master of Social Work degree.
Working with indi		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
	00	may have with members of that population during the course of the Evaluator's work.	Bidder has 3 years experience as an office assistant at Pacific Lutheran University Counseling Center and Disability
30		Evaluator S WOIK.	Support Services Office, including assisting in procuring textbooks for students with disabilities.
Understanding a		Orizonia da Orizonia	Parismosts Comments
Statutory and Regula and DSHS		Criteria to Consider	Reviewer's Comments
		Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
			Bidder has 11 years experience working with grants and lists compliance monitoring with specific guidance and
70		necessity of exercising independent judgment.	regulations. Oversees subrecipient performance, reviews progress and supports routine audits.
Risk Assessmen Vulnerable In		Criteria to Consider	Parismeda Oceanosada
vullierable III	uiviuuats		Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
		of vulnerable populations such as vulnerable adults and children? If not,	
1		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
	0.5	score should include consideration of the type of experience or education (though experience usually merits more points than does	
	85	education (though experience usually ments more points than does education without experience), and how closely it relates to what the	Didden state at the second set in the least one size of the second second develop one with a size of the second se
		Evaluator would be expected to do, the length of the experience, and the	Bidder states they conduct initial and ongoing risk assessments and develop monitoring plans for contractors. Work
55		necessity of exercising independent judgment.	history includes 1 year as social work intern for the Veteran's Administration, which involved conducting initial and ongoing biopsychosocial assessments of individual and family needs (including immediate safety concerns).
Report W	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Gitteria to Gorisidei	neviewer 3 comments
/waraca r omics	Trux Geore	Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
			Bidder includes experience with drafting documentation for contracts and preparing technical progress reports.
70			Resume is well written.
Knowledge of Micro	soft Office a <u>nd</u>		
Other Computer		Criteria to Consider	Reviewer's Comments
Awarded Points	May Coore	Doca the Decume reflect experience with the Miller of Office (1)	
Awarueu Pollits	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	Includes information that bidder is proficient in Microsoft Office Suite, teleconferencing platforms, and other programs.
Other Qualifi	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	Bidder has many years experience in managing contracts and grants, plus additional work experience related to social work.
TOTAL RESUM	IE POINTS		
575	700		

	Bid Letter Review (Per Attachment B)			
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business		
70	70	and Contact Information	Use of letterhead; formatted; well organized; all questions acknowledged with explanation where requested	
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is		
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	letter addresses all questions posed	
All Amendments A	cknowledged	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this		
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.		
20	20	0 points if omitted.	authority acknowledged	
Business Info	ormation	Criteria to Consider	Reviewer's Comments	
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.		
	100			
25 Business Adv	vortising		beginning 4/19/24 - Residential Community Setting Evaluators	
Not Scored	Optional	Criteria to Consider If Bidder's letter states that there is a website or other advertising, please	Reviewer's Comments	

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
20	20	Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
Attestation of Tr	ruthfulness	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
20	20	omitted, the response should have been rejected before it was sent to you!	
TOTAL SUBMITTAL I	LETTER POINTS		
225	300 Points		
		Resume Review - Kasev Zinl	k (at the end of Attachment D)
Resume Organization	and Presentation	-	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	well organized, easily readable, chronological, includes volunteerism
Does Resume Supp that Proposed Eva Minimum Quali	aluator Meets	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
150	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,	Master's Degree in Social Work
Working with indi Developmental		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	
		may have with members of that population during the course of the	yes; no specific DD experience, experience w/ vulnerable populations, individuals in crisis, students w/ disabilities,
70		Evaluator's work.	cancer patient populations
Understanding a			
Statutory and Regul		Criteria to Consider	Reviewer's Comments
and DSHS	Policy		
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	85	education without experience), and how closely it relates to what the	
			yes; bidder outlines experience with audits, risk assessments, compliance management and adherence to
85		necessity of exercising independent judgment.	standards
Risk Assessmer	nt Regarding		
Vulnerable Ir		Criteria to Consider	Reviewer's Comments
		Does the Resume reflect experience assessing risks faced by members	
Awarded Points	Max Score	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
		education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	yes; bidder outlines experience with risk assessment and has experience w/ front line assessments of vulnerable
85		necessity of exercising independent judgment.	populations
Report W	/riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score		
		Does the Resume reflect experience in the preparation and composition	
		of written reports? If not, is there any indication that the proposed	
		Evaluator would be able to do so? If neither this should be awarded a	
		score of 0. If so, the awarded score should include consideration of the	
	85	type of experience or education (though experience usually merits more	
		points than does education without experience), and how closely it	
		relates to what the Evaluator would be expected to do, the length of the	
		experience, and the necessity of exercising independent judgment.	yes; experience is most notable in the grants & contracts arena 2013 to present (w/ progressive position
85			advancement)
Knowledge of Micro	osoft Office and	Criteria to Consider	Reviewer's Comments
Other Computer	Applications	- Criteria to Consider	- Hevietici 3 dominenta
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	
	Trux Goore	minimum: experience with other applications and databases are worth	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	yes; Office 365, Mac OSX, Cayuse SP & 424, MS TEAMs, Virtual paltforms (numerous), Jamis Prime, Sharepoint, Donor Tools, Adobe, Greater Giving
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM	IE POINTS		
685	700		

		Bid Letter Review	v (Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	Organized, clear, professionally laid out and well written. Complete business and contact information.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	Bidder addressed all 7 questions
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder ackowledged amendment.
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	
Business Info	ormation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	
90	100	convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). O points if omitted.	Bidder has limited experience but goes into detail in resume. (-10)
Business Adv	vertising	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	If Bidder's letter states that there is a website or other advertising, please	

Outlife ation of O		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	no websites.
Certification of Q		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
00	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
20 Attestation of T		Criteria to Consider	Reviewer's Comments
Assessed and Desirate	May Caara	The statement that all information contained in the letter is truthful is	
Awarded Points	Max Score	required. Scoring should be based on whether the statement is clear. If	
	20	omitted, the response should have been rejected before it was sent to	
20		you!	
TOTAL SUBMITTAL	LETTER POINTS		
290	300 Points		
		Resume Review - Kasey Zini	c (at the end of Attachment D)
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include:	
		Professional Presentation, Coherent Organization, Complete Information	
	125	(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125 Does Resume Supp	oort Contention	Evaluation of ability to write controller reporter.	Detailed, clearly written, professional resume.
that Proposed Eva		Criteria to Consider	
Minimum Qual	lifications?		Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
		A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR	

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work	
		with, individuals who have Developmental Disabilities? If not, the score	
		awarded should be 0. If so, consider the quality and type of experience	
	85	claimed and how well it fits into the interactions the proposed Evaluator	Limited experience working with individual's with developmental disabilities. Had some experience during her time
		may have with members of that population during the course of the	as an office assistant from 2021-2022. Based off her other experience professionally I feel it can translate to the
70		Evaluator's work.	work of an evaluator.
Understanding a			
Statutory and Regula		Criteria to Consider	Reviewer's Comments
and DSHS	Policy	Does the Resume reflect experience involving the enforcement of	
Awarded Points	Max Score	statutes, regulations, and agency policy (preferably DSHS policy)? If	
		neither, is there any indication that the proposed Evaluator would be able	
		to do so? If not, this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does	
	- OU	education without experience), and how closely it relates to what the	Experience identifying performance and compliance issues and following regulations set forth by her previous jobs
		Evaluator would be expected to do, the length of the experience, and the	just not with DSHS. Reviewer does feel based off her information and experience it could translate and closely
70		necessity of exercising independent judgment.	relate to what evaluators are expected to do.
Risk Assessmer Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members	
Awaraca romits	Trax deore	of vulnerable populations such as vulnerable adults and children? If not,	
		is there any indication that the proposed Evaluator would be able to do	
		so? If neither this should be awarded a score of 0. If so, the awarded	
		score should include consideration of the type of experience or	
	85	education (though experience usually merits more points than does education without experience), and how closely it relates to what the	
		Evaluator would be expected to do, the length of the experience, and the	Evacyiones with conducting yield accomments and developing monitoring plans just not with will exable non-ulations
70		necessity of exercising independent judgment.	Experience with conducting risk assessments and developing monitoring plans just not with vulnerable populations. I do think her experience is closely related and could translate easily.
, ,			
Report W	riting	Criteria to Consider	
Report W Awarded Points	riting Max Score	Criteria to Consider	Reviewer's Comments
	_	Criteria to Consider Does the Resume reflect experience in the preparation and composition	
	_		
	_	Does the Resume reflect experience in the preparation and composition	
	_	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed	
	_	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a	
	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it	
	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	
Awarded Points	Max Score 85 85 soft Office and	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the	Reviewer's Comments

Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score	
	85	should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's	
85		professed level of comfort with Office (if provided.)	Proficient in MS office as well as a number of other applications.
Other Qualif		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These	
		comments may be useful to decision makers.	
TOTAL RESUM	1E POINTS		
655	700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score 70	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information	
70 All 7 Questions		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue	
50	50	does not apply. Using the question numbers and presenting in order is not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	
20	20	0 points if omitted.	
Business Info	ormation		
		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally	Reviewer's Comments
	100	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the	Reviewer's Comments
Awarded Points 100 Business Ad	100	Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0	Reviewer's Comments Reviewer's Comments

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.	
Certification of Q	ualifications	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required.	
	20	Scoring should be based on its inclusion and whether the statement is clear. O points if omitted.	
20 Attestation of T		·	Decision and Comments
Allestation of T	rutinutiless	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If	
		omitted, the response should have been rejected before it was sent to	
20	20	you!	
TOTAL SUBMITTAL	LETTER POINTS		
300	300 Points		
		Resume Review - Kasey Zink	c (at the end of Attachment D)
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information	
125		(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
Does Resume Suppor Proposed Evaluator Qualificat	Meets Minimum	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR	
	150	 A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the 	

Working with ind Developmental		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the Evaluator's work.	
Understanding and Er and Regulatory Mand Policy	dates, and DSHS	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
85	85	to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Risk Assessmen Vulnerable In		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
	85	is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
85 Report W	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Sitteria to Consider	nenews s comments
85	85	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	
Knowledge of Micro Other Computer		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score 85	Does the Resume reflect experience using Microsoft Office (at a minimum; experience with other applications and databases are worth additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualit	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to perform the work, but might not be directly related. The skills should be documented in the Comment section and must include the reason the Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUM 615	IE POINTS 700		

		Bid Letter Review	(Per Attachment B)
Letter Organization a	and Presentation	Criteria to Consider	Reviewer's Comments
Awarded Points		and Contact miormation	Professional presentation of letter using business letterhead. Organization is coherent. Complete business contact information included.
All 7 Questions	Addressed	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	All issues need to be addressed, even if the response is that the issue does not apply. Using the question numbers and presenting in order is	
50	50	not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
All Amendments A	Acknowledged	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	There was 1 amendment posted - Bidders were supposed to have read it and acknowledge doing so in the letter. Score based on how clearly this	
20	20	is stated (should be close to language in Sample Letter). 0 points if omitted.	
A CC' 1' 1			
Affirmation of	Authority	Criteria to Consider	Reviewer's Comments
Amirmation of Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the	Reviewer's Comments
	Max Score		Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated.	Reviewer's Comments Reviewer's Comments
Awarded Points	Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. O points if omitted.	
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any). 0 points if omitted.	Reviewer's Comments New business (started 4/23/24): unknown if understands the role of an contractor, organizational functions, work with DSHS to resolve issues, coordinate with providers or manage employees.
Awarded Points 20 Business Info Awarded Points	Max Score 20 ormation Max Score	Bidders must acknowledge that the person submitting the bid has the authority to bind the company. Score based on how clearly this is stated. 0 points if omitted. Criteria to Consider Bidders are asked to set forth the experience of the business in this section. If Bidder is a sole proprietor, it will overlap with the experience sections of the resume, but in the letter, it should discuss the organization's experience as a business venture rather than the individual's experience as an Evaluator. This section should ideally convince the Reviewer that the business understands the role of a contractor, and can handle the organizational functions needed to track schedules, properly invoice, work with DSHS to resolve issues, coordinate with Providers, and manage employees (if they have any).	Reviewer's Comments New business (started 4/23/24): unknown if understands the role of an contractor, organizational functions, work

		include in your comments if you notice any discrepencies between the website's contents and what is stated in the Bidder's submittal letter.				
Certification of Q	Qualifications	Criteria to Consider	Reviewer's Comments			
Awarded Points	Max Score	A statement that all criteria outlined in the RFQQ are met is required. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.				
20	20					
Attestation of T	ruthfulness	Criteria to Consider	Reviewer's Comments			
Awarded Points	Max Score	The statement that all information contained in the letter is truthful is required. Scoring should be based on whether the statement is clear. If omitted, the response should have been rejected before it was sent to you!				
20	20					
TOTAL SUBMITTAL LETTER POINTS						
250	300 Points					
	Resume Review - Kasey Zink (at the end of Attachment D)					
Resume Organization	and Presentation	Criteria to Consider	Reviewer's Comments			
Awarded Points	Max Score	Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Information				
125		(chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Professional presentation of letter using business letterhead. Organization is coherent. Complete chronological job history. Well written.			
Does Resume Supp that Proposed Eva Minimum Qual	aluator Meets	Criteria to Consider	Reviewer's Comments			
Awarded Points	Max Score	Must have one of the following: • A master's degree in a qualifying field of study; OR				
	150	A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details) If none of the minimum qualifications are met, the entire Resume should be scored as a 0. You do not need to evaluate the remaining scored attributes. If the minimum criteria is met, your scoring should reflect the quantity and quality of the education and the claimed experience, which would include (but is not limited to) consideration of how closely the claimed experience matches the work that an Evaluator will perform, the difficulty level and the breadth of the claimed experience,				
150			MSW.			
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments			

Awarded Points	Max Score	Does the Resume reflect experience working with, or the ability to work with, individuals who have Developmental Disabilities? If not, the score awarded should be 0. If so, consider the quality and type of experience claimed and how well it fits into the interactions the proposed Evaluator may have with members of that population during the course of the	Has experience working with disabled students as an Office Assistant for college Counseling and Disability Support
75		Evaluator's work.	Service office (but no listed experience working with developmentally disabled individuals). Has experience working with individuals in social service and veteran settings.
Understanding an	nd Enforcing		with individuals in Social Service and veterali Settings.
Statutory and Regula and DSHS F	atory Mandates,	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience involving the enforcement of statutes, regulations, and agency policy (preferably DSHS policy)? If neither, is there any indication that the proposed Evaluator would be able	
	85	to do so? If not, this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	The resume indicates working within and enforcing statutes and regulations regarding contracts, but no experience
70		necessity of exercising independent judgment.	regarding RCWs, WACs or DSHS Policies as pertains to being an Evaluator.
Risk Assessment Vulnerable Inc		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience assessing risks faced by members of vulnerable populations such as vulnerable adults and children? If not,	
	85	is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the	MSW with experience working with vulnerable populations: veterans, low-income/underserved students, and 211 callers. Conducted risk assessments for contracts and conducted biophsychosocial assessment with VA
85		necessity of exercising independent judgment.	individuals and families which included immediate safety concerns.
Report Wr	riting	Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience in the preparation and composition of written reports? If not, is there any indication that the proposed Evaluator would be able to do so? If neither this should be awarded a score of 0. If so, the awarded score should include consideration of the type of experience or education (though experience usually merits more	
85		points than does education without experience), and how closely it relates to what the Evaluator would be expected to do, the length of the experience, and the necessity of exercising independent judgment.	Drafting agreement documentation for research collaboration subrecipients; creation of proposal templates and administrative budgetary documentation; create professional correspondence; developed presentation materials; prepare tchnical progress reports; etc.
Knowledge of Micros Other Computer A		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Does the Resume reflect experience using Microsoft Office (at a	

85	85	additional points)? If no knowledge of Microsoft Office is demonstrated, this should be awarded a score of 0. Otherwise, the awarded score should include consideration of the type of software the Evaluator has used, the extent to which the Evaluator has used it, and the Evaluator's professed level of comfort with Office (if provided.)	
Other Qualif	ications	Criteria to Consider	Reviewer's Comments
Not Scored	Optional	This is a catch-all so that the Reviewer can acknowledge skills or experience that would enhance the proposed Evaluator's ability to	
		perform the work, but might not be directly related. The skills should be	
		documented in the Comment section and must include the reason the	
		Reviewer believes the skills or experience are relevant or related. These comments may be useful to decision makers.	
TOTAL RESUME POINTS			
675 700			