

Attachment C: Scoring Matrix

Kittitas County Opioid Abatement Strategies Request for Proposal Scoring

Applicant: _____ **Reviewer:** _____

Project Title: _____ **Date:** _____

Instructions

This scoring matrix is broken into multiple categories, each with a possible score out of 5 to assess both completeness and quality of the information provided. Each category has suggested elements to consider during your review, but your assessment is not limited to those suggestions. Please consider all information provided in the application, including responses to the narrative questions, the budget worksheet, and letters of support or commitment.

The following scale should be used to assign a score for each category.

- 0** No answers provided.
- 1** The proposal does not address the topic and demonstrates no capability to support the project and achieve the project goals.
- 2** The proposal has some relevant information but is incomplete and demonstrates limited capability to support the project and achieve the project goals.
- 3** The proposal addresses all parts of the topic, is somewhat relevant, and demonstrates some capability to support the project and achieve the project goals.
- 4** The proposal is complete, provides additional relevant information, and demonstrates moderate capability to support the project and achieve the project goals.
- 5** The proposal is complete, provides additional relevant information, and demonstrates strong capability to support the project and achieve the project goals.

In addition to a score, please provide a brief explanation of why you selected that score. Finally, please provide an overall recommendation of whether this project should be funded or not and describe why that is your overall recommendation. Please highlight any specific areas of success, concern, and any questions you may have.

These responses will be shared with the Opioid Abatement Strategies RFP review team, staff, and the Kittitas County Board of County Commissioners to assist in supporting final recommendations. All information provided is considered public record.



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Required elements, such as eligibility per One Washington Memorandum of Understanding Between Washington Municipalities, including the opioid abatement strategies, or Kittitas County requirements, have been assessed by staff and judged to be acceptable.

Applicant Qualifications, Capability, and Capacity	Score:
<p>Considerations</p> <ul style="list-style-type: none"> • Does the applicant have experience with opioid abatement strategies? • Does the applicant have experience managing public funds? • Does the applicant have other relevant experience that should be considered? • Does the applicant have the skills and abilities to execute this project? • Does the applicant have the appropriate capacity to execute this project? 	<p>Explanation of Score:</p>
Project Priorities and Design	Score:
<p>Considerations</p> <ul style="list-style-type: none"> • Did the proposal describe how it will address opioid abatement strategies in Kittitas County? • Is it clear what the applicant is proposing to do? • Did the applicant describe how the project fills a gap in services? • Did the applicant describe how Kittitas County priority would be addressed? 	<p>Explanation of Score:</p>



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Project Activities	Score:
<p>Considerations</p> <ul style="list-style-type: none"> • Are the proposed activities clearly described? • Do the proposed activities align with required opioid abatement strategies? • Is the timeline of proposed activities achievable? 	<p>Explanation of Score:</p>
Budget	Score:
<p>Considerations</p> <ul style="list-style-type: none"> • Did the applicant describe how funds will be used for the project? • Do the budget details align with the project proposal? • Are the expenses reasonable and necessary to achieve the goals of this proposal? 	<p>Explanation of Score:</p>
Support and Sustainability	Score:
<p>Considerations</p> <ul style="list-style-type: none"> • Did the applicant describe the sustainability of the project if the County funds were no longer available? • Did the applicant describe how the proposal could be adjusted for partial funds? • Is there other financial support for this project that may increase sustainability? 	<p>Explanation of Score:</p>



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Total Score out of 25:
Reviewer Recommendation
Additional Comments

