

Written Materials Review - Reviewer WE1

Ahrens, Jennifer

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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).
18	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	Minimal information is provided regarding the experience of the business.
60	100		
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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL RESUME POINTS			
258	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Narrative used throughout to provide additional information, robust descriptions.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Five plus years qualifying experience which includes working as a contracted evaluator, working in a supported living agency, and more.
140	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has 13 years experience conducting certification evaluations, plus additional experience working in supported living and as a tutor for individuals with developmental disabilities.</p>
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder describes experience as a contracted evaluator, including referencing applicable Washington Administrative Codes.</p>
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder describes experience in this area, including waiting on-site until a provider remedies a safety concern.</p>
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder describes experience with writing reports, including following training and requirements for reports. Discusses how they approach visits with providers to make them feel comfortable, while also being able to convey compliance concerns.</p>
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	<p>Yes. Experience with Microsoft office, DSHS tools for report submissions, as well as other databases and virtual communication platforms.</p>
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL SUBMITTAL LETTER POINTS			
685	700		

Written Materials Review - Reviewer WE2

Ahrens, Jennifer

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	use of letterhead; well formatted; layout is easily readable; all questions acknowledged with explanation where requested
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	relevent experience listed
100	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	resume organized by experience per subject (e.g. risk assessment, regulatory enforcement, communication) with chronological work history at end; bidder also included insight into their professional approach to subject areas presented
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	<p>Five years Social Services Plus Qualifying Ex -</p> <p>8 yrs - SL environment working w/ I/DD individuals in Direct Support and Program Coordinator roles</p> <p>13 yrs - evaluating/auditing community settings serving Individuals w/ DD incl. client interviews</p> <p>8yrs - internal assessments, person centered plans</p>
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; 17 yrs
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; bidder has included a page dedicated to outlining their 'understanding and enforcement' of 'regulatory, statutory and program standards'
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; bidder details their approach to risk assesment
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; bidder describes approach to and requirements of written reports
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

yes: MS Word, Outlook, Excel, PowerPoint; TEAMS, Skype, Zoom, Telehealth; STARS, CARE, Q-Drive

Written Materials Review - Reviewer WE3

Ahrens, Jennifer

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	Clean and organized, professionally laid out and well written. Complete business and contact information.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
20	20		
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	20		
Business Information		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.	Bidder does not go into detail in letter but resume goes into great detail. Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.
100	100		
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	

		<i>include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.</i>	No website
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	Bidder has five years of social services experiences plus qualifying experiences.
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder discusses experience working with Developmental Disabilities throughout.</p>
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder states experience with enforcing policy and regulations to ensure WAC, RCW, and Policy requirements are met.</p>
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder goes into great detail regarding her experience assessing risk faced by vulnerable populations.</p>
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has extensive experience with producing written reports.</p>
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	Bidder has experience using microsoft office as well as multiple other computer applications.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	The bidder notes that she is a Certified Master Gardener through Washington State University. This shows commitment to her community.
TOTAL RESUME POINTS			
695	700		

Written Materials Review - Reviewer WE4

Ahrens, Jennifer

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	
70	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 not as crucial as addressing all the issues, but may be considered if the information is difficult to find and/or not well delineated.	
45	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
195	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
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 Evaluator's work.	
85	85		
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 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.	
85	85		
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 necessity of exercising independent judgment.	
85	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.	
85	85		
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE5

Ahrens, Jennifer

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	Organized and on business letterhead. It could have had some bullets or delineation for their answers to question 1. and 4.
65	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 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 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 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.
20	20		
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	20		
Business Information		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.	Business has been contracted as a Residential Evaluator for 13 years.
100	100		
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.	
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.	Certification of qualifications included.
20	20		
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 you!	Statement of truthfulness included.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
295	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Although there is structure in the resume - it can be difficult to follow the organization due to the long paragraphs 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.
110	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	No Masters or Bachelor's degree but over 5 years of Social Services experience.
150	150		
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 Evaluator's work.	
85	85		Over 20 years experience working 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 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.	
85	85		Worked as an evaluator following statutes, regulations and agency policy for 13 years.
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 necessity of exercising independent judgment.	
85	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.	
85	85		Reports and forms written as an evaluator including writing citations and Statements of Deficiencies.
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 minimum, experience with other applications and databases are worth	

80	85	<p><i>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.)</i></p>	Has used is most aspects of Microsoft Office. Not currently using excel as an evaluator.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
680	700		

Written Materials Review - Reviewer WE1

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	
45	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 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.
15	50		
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 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).
18	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	This information was not included in the letter.
0	100		
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	

		<i>between the website's contents and what is stated in the Bidder's submittal letter.</i>	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	<i>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.</i>	
20	20		Bidder used the exact wording from the sample letter.
Attestation of Truthfulness		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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!</i>	
20	20		Bidder used the exact wording from the sample letter.
TOTAL SUBMITTAL LETTER POINTS			
138	300 Points		

Resume 1 Review - Leon 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	<i>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.</i>	
60	125		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 Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Must have one of the following:</i> <ul style="list-style-type: none"> <i>• A master's degree in a qualifying field of study; OR</i> <i>• A Bachelor's Degree in a qualifying field PLUS two years of Social Services experience in that field; OR</i> <i>• Five years of Social Services experience PLUS qualifying experiences. (See Attachment D, Section 4, Question A for details)</i> 	
150	150		Master's degree in Social Work/Aging Specialty.
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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</i>	

0	85	<i>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.</i>	It is not apparent from the resume that the Bidder worked with individuals with intellectual and developmental disabilities.
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy			
Criteria to Consider		Reviewer's Comments	
Awarded Points	Max Score	<i>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.</i>	
70	85		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 Regarding Vulnerable Individuals			
Criteria to Consider		Reviewer's Comments	
Awarded Points	Max Score	<i>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.</i>	
50	85		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 Writing			
Criteria to Consider		Reviewer's Comments	
Awarded Points	Max Score	<i>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.</i>	
50	85		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 Microsoft Office and Other Computer Applications			
Criteria to Consider		Reviewer's Comments	
Awarded Points	Max Score	<i>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</i>	

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 Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
TOTAL RESUME 1 POINTS			
380	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 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.
40	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Must have one of the following:</i> <ul style="list-style-type: none"> 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) 	Bachelor's degree in education, plus 30 years teaching experience. Additionally, 8 years caregiver for elderly parents.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>It is not apparent from the resume that the Bidder worked with individuals with intellectual and developmental disabilities.</p>
0	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>This information is not able to be obtained from the resume.</p>
0	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>There is minimal to no information regarding job tasks listed in the resume so this is unable to be determined.</p>
0	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

0	85	<i>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.</i>	There is minimal to no information regarding job tasks listed in the resume so this is unable to be determined.										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Knowledge of Microsoft Office and Other Computer Applications</th> <th style="width:15%;"></th> <th style="width:40%;">Criteria to Consider</th> <th style="width:30%;">Reviewer's Comments</th> </tr> </thead> <tbody> <tr> <td>Awarded Points</td> <td>Max Score</td> <td rowspan="2"><i>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.)</i></td> <td rowspan="2">The resume lists word processing, Quick Books, Excel as skills but not to what extent or any details.</td> </tr> <tr> <td>15</td> <td>85</td> </tr> </tbody> </table>				Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments	Awarded Points	Max Score	<i>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.)</i>	The resume lists word processing, Quick Books, Excel as skills but not to what extent or any details.	15	85
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments										
Awarded Points	Max Score	<i>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.)</i>	The resume lists word processing, Quick Books, Excel as skills but not to what extent or any details.										
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Other Qualifications		Criteria to Consider	Reviewer's Comments										
Not Scored	Optional	<i>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.</i>	The Bidder likely has skills in this area that could have been described in detail for purposes of this solicitation.										
TOTAL RESUME 2 POINTS													
205	700												
TOTAL RESUME POINTS													
585	1400												

Written Materials Review - Reviewer WE2

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	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	complete contact info; organized; formatted; no use of letterhead; still inclusive of Attachment B sample document; questions not completed.
30	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	not all questions addressed.
25	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	amendment acknowledged
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	authority acknowledged
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	beginning 10/12/2021 - no information listed
0	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	

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.	included and clear
20	20		
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 you!	included (typed)
20	20		
TOTAL SUBMITTAL LETTER POINTS			
135	300 Points		

Resume 1 Review - Leon 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 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; information presented is confusing as to which job it pertains, work history layout is difficult to follow;
50	125		

Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Master's Degree in Social work
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>no mention of working w/ Developmentally Disabled individuals- having a background in Mental Health and substance abuse I am assuming there is a capability</p>
40	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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</p>
40	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>does not mention any risk assessments, but am assuming would have been a part of evaluations and consultation in Medical and Behavioral Health</p>
40	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

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 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 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.)	No mention of MS Office. Bidder was a part of Electronic Data System implementations, training and program development. Mentions providing tech assistance.
20	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 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 Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>Must have one of the following:</i></p> <ul style="list-style-type: none"> • 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		Marjean - BS in Business Education, minor is social sciences, 30 years in public education
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 Evaluator's work.	
40	85		no mention of working w/ Developmentally Disabled individuals - teacher for 30 years - assuming some capability of working with DD clients
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 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.	
20	85		no mention of statutory enforcement - assuming as a teacher had to follow regulations and has basic understanding
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	

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 assessments - assume as a teacher there would have been risk assessment for abuse and safe environment in school at the least
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.	no mention - assume as a teacher there were written planning materials
20	85		
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 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 a mention of Excel, Quickbooks and wordprocessing
40	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 2 POINTS			
340	700		

TOTAL RESUME POINTS

700

1400

Written Materials Review - Reviewer WE3

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	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
70	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
35	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
0	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
			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. Scoring should be based on its inclusion and whether the statement is clear. 0 points if omitted.	
20	20		
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 you!	
20	20		
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 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 Evaluator's ability to write coherent reports.	Reviewer struggled with the organization of resume. Layout was difficult to follow. Spelling errors.
80	125		

Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: <ul style="list-style-type: none"> • 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) 	Designated bidder has masters degree in social work.
150	150		

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 Evaluator's work.	No experience noted in resume.
0	85		

Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder did note providing expert consultation and technical assistance in development and maintaining programs per federal and state standards, did not go into detail.
10	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder briefly noted experience providing decision making, leadership, and consultation to area, services units, did not go into detail.
10	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	None noted.
0	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

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 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.	DDA supports individuals with co-occurring disorders and bidder has extensive experience in this area.
TOTAL RESUME 1 POINTS			
250	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 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.
40	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Must have one of the following:</i> <ul style="list-style-type: none"> 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) 	Interim bidder has a bachelor's degree in a qualifying field plus two years of social services experience.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	none noted
0	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	none noted
0	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	none noted
0	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

	85	<i>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.</i>	none noted
0			
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.)</i>	
30	85		
			Noted experience with word processing, quick books, excel.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
TOTAL RESUME 2 POINTS			
220	700		
TOTAL RESUME POINTS			
470	1400		

Written Materials Review - Reviewer WE4

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	
65	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 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
20	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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.	unlcear
5	20		
Business Information		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.	blank
0	100		
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.	
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 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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
150	300 Points		
Resume 1 Review - Leon 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 Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
50	125		lack of organization and clear information that reflects ability
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: <ul style="list-style-type: none"> 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		
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 Evaluator's work.	
0	85		unable to locate competency in this area

Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	resume provide little information in this area
20	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
50	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	resume provide little information in this area
20	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

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 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 1 POINTS			
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 Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	lack of information
10	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: <ul style="list-style-type: none"> 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		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	unable to locate language and competency in this area
0	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	unable to locate language and competency in this area
0	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	lack of information
30	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

	85	<i>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.</i>	
0			
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.)</i>	unable to locate language and competency in this area
0	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
TOTAL RESUME 2 POINTS			
190	700		
TOTAL RESUME POINTS			
510	1400		

Written Materials Review - Reviewer WE5

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	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
20	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
30	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
10	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	

10 points for including the date the business was started, but no business experience is listed.

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.	Statement included regarding the bidder meeting all minimum qualifications.
20	20		
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 you!	Statement included attesting to truthfulness.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
140	300 Points		

Resume 1 Review - Leon 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 Information (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	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.
40	125		

Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	Must have one of the following: <ul style="list-style-type: none"> 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) 	Has a Masters Degree.
150	150		

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 Evaluator's work.	No information on working with people with developmental 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.
40	85		

Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Resume reports maintaining programs per federal and state standards plus the bidder has an Master's degree. No information on enforcement of statutory or regulatory mandates, or DSHS policy.</p>
40	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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 assault, domestic violence and/or substance abuse. No information is provided on assessment risks of vulnerable persons.</p>
40	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Resume reports completing "all Area Program Evaluation" and having a Masters degree, but no other information is provided on composition of written reports.</p>
15	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

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 Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
TOTAL RESUME 1 POINTS			
340	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 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.
20	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Must have one of the following:</i> <ul style="list-style-type: none"> 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) 	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).
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>The resume does not specifically identify working with individuals with developmental disabilities, but worked as a teacher including Head start, elementary, Jr. High and GED students - showing some possible ability to do so. Also, including caregiving for elderly parents.</p>
60	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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.</p>
20	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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.</p>
20	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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</i></p>	

20	85	<i>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.</i>	No information was provided on preparation and composition of written reports, but has a bachelors depree and worked as a teacher.
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.)</i>	The resume states experience with Word Processing, Quick Books, and Excel.
70	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>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.</i>	
TOTAL RESUME 2 POINTS			
360	700		
TOTAL RESUME POINTS			
700	1400		

Written Materials Review - Reviewer WE1

Kershner, Kathleen

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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).
18	20		
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.	Bidder used the exact wording from the sample letter.
	20		
Business Information		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.	Minimal information is provided regarding the experience of the business.
60	100		
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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
238	300 Points		

Resume Review - 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 (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. Summarized qualifications.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Bachelor of Science degree, plus many years of experience as a contracted evaluator and working various positions within a supported living program.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has 21 years experience conducting certification evaluations, plus additional experience working many positions within a supported living program for individuals with developmental disabilities.</p>
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder lists contracted evaluator experience (21 years), and references extensive knowledge of Washington Administrative Codes and policies.</p>
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has been a contracted evaluator for 21 years. States they investigate reports of potential abuse.</p>
80	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder includes experience with authoring detailed comprehensive reports and uploading information into state data systems.</p>
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>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.</p>
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE2

Kershner, Kathleen

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	use of letterhead; well organized; formatted; complete w/ contact info; all questions acknowledged with explanation where requested
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	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
100	100		
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.	
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.	included & clear
20	20		
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 you!	included
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	professional; organized; chronological work history included; compressed yet detailed overview of each position
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Bachelor's in Human Services plus 32 yrs working with individuals w/ intelletual & developmental disabilities
150	150		
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 Evaluator's work.	
85	85		yes; 32 yrs
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 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.	
85	85		yes; Program Manager, Deputy Administrator, Administrator, Owner/ Board of Directors; evaluator for DDA; DSHS policy, WAC, RCW
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 necessity of exercising independent judgment.	
85	85		experience assessing risk for vulernable populations during evaluations - RCS & DDA Residential/ compliance adherence for self and staff - 11 yrs
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.	
85	85		yes; 11 yrs as an evaluator including dispute resolution; elected member of Whatcom County Board of Health and Flood Control District Board; U.S. Navy Lieutenant; 10 yrs in leadership roles including owner & board of Directors
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	yes; MS Office applications
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE3

Kershner, Kathleen

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	Clean and organized, professionally laid out and well written. Complete business and contact information.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
20	20		
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	20		
Business Information		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.	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.
100	100		
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.	no internet based advertising.
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
		Bachelors degree in human services and two years social services experience.	

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder discusses experience working with Developmental Disabilities throughout.
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder states extensive knowledge of policy and washington administrative code.
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has experience assessing risk faced by vulnerable populations.
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has extensive experience with producing written reports.
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>proficient in microsoft office.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>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.</p>
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE4

Kershner, Kathleen

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	
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE5

Kershner, Kathleen

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	Professional letterhead used. Letter states it does not include additional materials, but a resume was included. Professionally written, except bullets would make reading the experience section in #4 easier to read.
65	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment is included and acknowledged as read.
20	20		
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	20		
Business Information		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.	Bidder has been in business since 2004 and served as an Evaluator for a number of programs.
100	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
295	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Resume is professionally presented, and coherent. The bolded parts assist in finding/reading information. It could be formatted/written in a better way that is easier to read, rather than paragraphs.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	Has a bachelors degree and many years of work in social services.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bachelors degree and 20+ years experience as an evaluator. Reports knowledge of policy and WAC and makes recommendations to achieve compliance. Experience making sure a Supported Living program the bidder was 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.</p>
80	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Investigation of reports of abuse as an Evaluator during the past 20+ years.</p>
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>20+ years as an evaluator. Resume reports authoring detailed comprehensive reports as an evaluator, but limited information.</p>
80	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Resume reports proficiency in Microsoft office applications - word processing, spreadsheets and databases. It also references uploading information to the state database systems.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
685	700		

Written Materials Review - Reviewer WE1

disAbility Pros

Bid Letter Review (Per Attachment B)			
Letter Organization and Presentation		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
70	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
50	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
18	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
60	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>If Bidder's letter states that there is a website or other advertising. please</i>	

		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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
258	300 Points		
Resume Review - 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 (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. Summarized qualifications.
115	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	Bachelor of Arts degree, plus twenty-seven years of experience working with individuals with intellectual and developmental disabilities in a variety of support settings.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has 9 years experience conducting certification evaluations, plus additional experience working in supported living programs for individuals with developmental disabilities.</p>
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder lists contracted evaluator experience (9 years), and references Residential Guidelines, Washington Administrative Codes, policies, and other regulations that they are knowledgeable of.</p>
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has been a contracted evaluator for 9 years. States they have completed home visits, reviewed records, and completed interviews to assess risk. Includes taking actions to ensure client protections when significant safety issues are found.</p>
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder includes experience with writing comprehensive reports to document citations and evidentiary support. Includes using designated evaluation tools.</p>
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Includes statement about Office 365 proficiency, and named programs, and department applications.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>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.</p>
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE2

disAbility Pros

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	well formatted; use of letterhead; well organized; complete contact info; all questions acknowledged with explanation wheres requested; well formatted
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	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
100	100		
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.	
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.	included & clear
20	20		
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 you!	included
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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 way the is eye catching, organized and easily digested
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	BA + 27 yrs experience working w/ DD adults
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>27 yrs working w/DD individuals in numerous capacities = direct care, compliance, service coordinator, program spec., financial manager; current contracted Evaluator DSHS ALTSA (13yrs) & DDA (9yrs); Quality Intellectual Developmental Disability Professional (QIDDP)</p>
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; bidder details throughout their resume the understanding, enforcement and correction follow up of regulatory and DSHS policy requirements; specifically DDA Residential Guidelines, WAC codes, RCWs, DDA Policy, Code of Federal Regs; SNF QIDDP 7yrs, current contracted DSHS evaluator RCS residential & DDA</p>
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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</p>
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; several instances throughout resume the bidder discusses writing reports, providing documentation in various settings; SNF QIDDP 7yrs, current contracted DSHS evaluator RCS residential & DDA</p>
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

yes; bidder maintains proficiencies in MS Office 365 as well as department apps such as STARS and CARE

Written Materials Review - Reviewer WE3

disAbility Pros

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	Professionally laid out, well written. Complete Business and Contact info. Clean and organized.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
20	20		
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	20		
Business Information		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.	Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.
100	100		
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.	No website.
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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).
115	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
		Bidder has bachelors degree plus two years of social services experience.	

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder discusses experience working with Developmental Disabilities throughout.
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder states experience with enforcing policy and regulations to ensure WAC, RCW, and Policy requirements are met.
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder goes into detail regarding her experience assessing risk faced by vulnerable populations.
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has extensive experience with producing written reports.
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Bidder has experience using microsoft office as well as multiple other computer applications.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>Experience as a program coordinator so she understands the agencies perspective during the certification evaluation process.</p>
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE4

disAbility Pros

Bid Letter Review (Per Attachment B)			
Letter Organization and Presentation		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
70	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
50	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
100	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>If Bidder's letter states that there is a website or other advertising, please</i>	

		include in your comments if you notice any discrepancies 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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
80	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
695	700		

Written Materials Review - Reviewer WE5

disAbility Pros

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: <i>Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	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.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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.	Experience of the bidder is included. Business has experience as an RCS Evaluator, DDA Field evaluation and as QIDDP.
100	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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 info - shows the Evaluator's ability to write reports well.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Meets minimum qualifications with BA. Plus numerous years working in social services field.
150	150		
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 Evaluator's work.	
85	85		27 years experience working with persons 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 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.	
85	85		Extensive experience understanding and enforcing mandates and DSHS policy.
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 necessity of exercising independent judgment.	
85	85		Experience in evaluating safety and protecting clients by making referrals to LE, CRU, RCS and/or DDA. Completed health and safety assessments. Assessment of infringement of individual's civil rights. Monitored risk of financial exploitation.
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.	
85	85		Experience in report writing as a QDDP and as an Evaluator including technical writing and detailed note taking.
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	12 Years experience with Office 365 including Word, and Outlook, plus 9 years using Excel.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE1

Ritter, Karen

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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).
18	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	Minimal information is provided regarding the experience of the business.
60	100		
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	

		<i>include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.</i>	Bidder does not have a website.
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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
258	300 Points		
Resume Review - 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 (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. Summarized qualifications.
115	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Master of Social Work degree, plus forty-two years of experience working with individuals with intellectual and developmental disabilities in a variety of support settings.
150	150		
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 Evaluator's work.	
85	85		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 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 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.	
85	85		Bidder lists contracted evaluator experience (21 years), and references Washington Administrative Codes, policies, and other regulations that they are knowledgeable of.
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 necessity of exercising independent judgment.	
85	85		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 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.	
85	85		Bidder includes experience with preparing narrative reports, writing social summaries, completed hundreds of evaluations, utilizes evaluation tools.
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	<p>Includes detailed information about Microsoft office tools used, including formatting experience, and department applications.</p>
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>Bidder requests a change to contract requirement related to insurance.</p>
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE2

Ritter, Karen

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	complete w/ contact info; no letterhead used; organized; formatted; all questions acknowledged with explanation where requested
65	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	beginning 5/02/2011 - Certification evals for DDA & ALTA/RCS/CCRSS
100	100		
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.	
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.	included & clear
20	20		
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 you!	included
20	20		
TOTAL SUBMITTAL LETTER POINTS			
295	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	professional, well organized, chronological work history, thorough in describing experience and corellation with evaluator role
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Master of Social Work - Human Services Management Bachelor of Social Work - Public Policy
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; 42 yrs - RCS & DDA contracted evaluator 23 yrs; Special Education staff 11 yrs; Ambitions of WA 13yrs; Evergreen Tenant Support 9 yrs</p>
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; Program Manager overseeing Supported Living Program; Director of Social Services & Qualified Intellectual Dissability Professional; Stae Administrator/Regional Administrator overseeing SLP & CP; RCS & DDA contracted evaluator</p>
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; experience includes development of tool for abuse/neglect investigation; Program Manager overseeing Supported Living Program; Director of Social Services & Qualified Intellectual Dissability Professional; Stae Administrator/Regional Administrator overseeing SLP & CP; RCS & DDA contracted evaluator</p>
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>yes; development of policy, prodedures, training manuals, etc.; Program Manager overseeing Supported Living Program; Director of Social Services & Qualified Intellectual Dissability Professional; Stae Administrator/Regional Administrator overseeing SLP & CP; RCS & DDA contracted evaluator</p>
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

yes; MS Word, Outlook, Excel, TEAMS, Adobe, CARE, Therap (SOLA), Perceptive Content

Written Materials Review - Reviewer WE3

Ritter, Karen

Bid Letter Review (Per Attachment B)			
Letter Organization and Presentation		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
70	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
50	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
100	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>If Bidder's letter states that there is a website or other advertising, please</i>	

		include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.	No website.
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (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.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
		Masters degree and 42 years experience.	

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder discusses experience working with Developmental Disabilities throughout.
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder states experience with enforcing policy and regulations to ensure WAC, RCW, and Policy requirements are met.
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has extensive experience assessing risk faced by vulnerable populations.
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has experience with producing written reports.
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Bidder is proficient in microsoft word, outlook, teams, excel.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>People First of Washington chapter advisor- shows how involved the bidder is working with this population outside of her job.</p>
TOTAL RESUME POINTS			
695	700		

Written Materials Review - Reviewer WE4

Ritter, Karen

Bid Letter Review (Per Attachment B)			
Letter Organization and Presentation		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>Score should be based on your overall impression which should include: Professional Presentation, Coherent Organization, Complete Business and Contact Information</i>	
70	70		
All 7 Questions Addressed		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
50	50		
All Amendments Acknowledged		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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). 0 points if omitted.</i>	
20	20		
Affirmation of Authority		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
20	20		
Business Information		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<i>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.</i>	
100	100		
Business Advertising		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<i>If Bidder's letter states that there is a website or other advertising, please</i>	

		include in your comments if you notice any discrepancies 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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	
150	150		
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 Evaluator's work.	
85	85		
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 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.	
85	85		
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 necessity of exercising independent judgment.	
85	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.	
70	85		
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
685	700		

Written Materials Review - Reviewer WE5

Ritter, Karen

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	Professional presentation, coherent organization with complete business contact information. No business letterhead.
69	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
299	300 Points		
Resume Review - 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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Profession presentation. A lot of information provided in a readable format. Coherent organization. Complete information. A few typos.
122	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
			Master's degree and 42 years of working with people with developmental disabilities.

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Created and participated in development evaluation tools. Co-wrote with RCS final Statements of Deficiency. Completed over 500 Supported Living Program certification evaluations.</p>
	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
612	700		

Written Materials Review - Reviewer WE1

Sherman, Ron

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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, however it states that no amendments were issued.
10	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	Minimal information is provided regarding the experience of the business.
60	100		
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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
250	300 Points		
Resume Review - 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 Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Summarized qualifications according to RFQQ areas.
115	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Bachelor of Business Administration degree, nine years of experience working with individuals with intellectual and developmental disabilities as a contracted evaluator. Has held other positions within DSHS and other state offices.
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has 9 years experience conducting certification evaluations. Has volunteered at Special Olympics.
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder has been a contracted evaluator for 9 years. States they assess risk through record review, observation, and interviews, and make notifications as appropriate.
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	Bidder states they have authored numerous reports and other communications in managerial positions and as an evaluator. Highlights requirements of good reports.
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Statement that Bidder considers themselves to have above average skills and knowledge of Microsoft programs, and proficient in use of applications used by evaluators.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>Bidder only would like to work for DDA.</p>
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE2

Sherman, Ron

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	complete w/ contact info; no letterhead used; organized; formatted; all questions acknowledged with explanation where requested
65	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	acknowledged as no amendment posted
10	20		
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
20	20		
Business Information		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.	beginning 7/01/2015 - Certifications of RCS Supported Living programs & DDA Companion Homes and Alternative Living Providers
100	100		
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	

		<i>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.</i>	
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.	included & clear
20	20		
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 you!	included
20	20		
TOTAL SUBMITTAL LETTER POINTS			
285	300 Points		
Resume Review - 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 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
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Bachelor of Business Administration plus 26 yrs DSHS DDA, 4yrs DSHS Support Enforcement, 2 yrs DOT, 2 yrs Criminal Justice Training Commission, 2yrs DSHS Office of Accounting Serv., 8yrs contracted RCS & DDA evaluator
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	yes; 26 yrs DDA employment plus 8 yrs as a contracted RCS & DDA evaluator
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	yes; 26 yrs DDA employment plus 8 yrs as a contracted RCS & DDA evaluator - inclusive of writing and revising WAC, policy writing and negotiations
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	yes; risk assessment for RCS and DDA residential program clients
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	yes; evaluator and managerial positions
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE3

Sherman, Ron

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	Organized, professionally laid out and well written. Complete business and contact information.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Amendment not acknowledged.
0	20		
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	20		
Business Information		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.	Bidder lists out experience in letter and goes into detail in resume. Bidder understands the role of a contractor and can handle the organizational functions needed to fulfill duties.
100	100		
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.	no website.
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
280	300 Points		
Resume Review - 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 Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	5 + years of social services experience.
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder discusses experience working with Developmental Disabilities throughout.</p>
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Experience enforcing regulatory, statutory, and program standards as set forth in WAC, RCWs, and DSHS program policies.</p>
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has experience assessing risk faced by vulnerable populations.</p>
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has experience with producing written reports.</p>
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	Experience with microsoft office.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE4

Sherman, Ron

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	
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
0	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
280	300 Points		
Resume Review - 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 Evaluator's ability to write coherent reports.	
110	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
685	700		

Written Materials Review - Reviewer WE5

Sherman, Ron

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	Professionally written - but no business letterhead. Good organization. Complete contact info.
69	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 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.)
40	50		
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 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.
0	20		
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	20		
Business Information		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	100		
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	

		<i>include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.</i>	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
269	300 Points		
Resume Review - 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 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.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	Bachelors and ample experience in social services.
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	<p>9 years experience as an evaluator for RCS and DDA.</p>
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>		
Other Qualifications		Criteria to Consider		Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	N	
TOTAL RESUME POINTS				
695	700			

Written Materials Review - Reviewer WE1

Wieland, Patricia

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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.
20	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	Minimal information is provided regarding the experience of the business.
60	100		
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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
260	300 Points		
Resume Review - Patricia Wieland			
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 Evaluator's ability to write coherent reports.	Professional, nice layout, organized well. Use of bullet points. Detailed work experience.
120	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Bachelor of Arts degree, plus twenty-five years of experience in social services settings.
150	150		
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 Evaluator's work.	
85	85		Bidder has 23 years experience conducting certification evaluations, plus additional experience working as a certified counselor, family support case manager, and special education paraprofessional.
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 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.	
85	85		
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 necessity of exercising independent judgment.	
80	85		Bidder has been a contracted evaluator for 23 years. States they have demonstrated skills in accurately assessing risk for and safety of vulnerable adults while visiting their homes and community settings.
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.	
85	85		Bidder includes experience with producing accurate and professional written reports, summaries, working papers and assessment tools.
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 minimum, experience with other applications and databases are worth	

80	85	<p><i>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.)</i></p>	Includes statement about employing software applications such as Microsoft Office and other electronic tools.
Other Qualifications		Criteria to Consider	Reviewer's Comments
Awarded Points	Not Scored	<p><i>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.</i></p>	Bidder is requesting amendments to the contract.
TOTAL RESUME POINTS			
685	700		

Written Materials Review - Reviewer WE2

Wieland, Patricia

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	use of letterhead, complete w/ contact info; formatted ; well organized; all questions acknowledged with explanation where requested
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	beginning 7/01/2001 - residential evaluation of providers serving individuals with DD, counseling services
100	100		
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	

		<i>... Bidder's letter states that there is a review of other awarding process include in your comments if you notice any discrepancies between the website's contents and what is stated in the Bidder's submittal letter.</i>	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		

Resume Review - Patricia Wieland

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 Evaluator's ability to write coherent reports.	professional appearance, well organized, chronological work history, complete, easily readable
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
			yes; BA Sociology/ Psychology plus 25 yrs Social Services Work experience

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; 32 yrs experience w/ DD individuals
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; DSHS RCS & DDA residential evaluations 22 yrs; compliance enforcement; WAC, RCW, regulatory, statutory, program standards; complaint resolution;
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; risk assessment of vulnerable populations experience = 22 yrs
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>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.</p>	yes; bidder outlines experience w/ writing summaries, research and professional reports including reports regarding compliance and dispute resolution
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
75	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
690	700		

Written Materials Review - Reviewer WE3

Wieland, Patricia

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	Clean and organized, professionally laid out and well written. Complete business and contact information.
70	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 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.
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
20	20		
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	20		
Business Information		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.	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.
100	100		
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.	no website
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - Patricia Wieland			
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 Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume. You can clearly see the bidders qualifications and strengths.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
			Bachelors degree in sociology/psychology plus 25 years social services work.

Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder discusses experience working with Developmental Disabilities throughout.</p>
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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).</p>
80	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has extensive experience assessing risk faced by vulnerable populations.</p>
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has experience with producing written reports.</p>
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p>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.)</p>	Experience with microsoft office
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>Currently works as a certified counselor supporting clients with developmental and mental disabilities. Bidder has a deep understanding and years of experience working with the individuals we support.</p>
TOTAL RESUME POINTS			
695	700		

Written Materials Review - Reviewer WE4

Wieland, Patricia

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	
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - Patricia Wieland			
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 Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum: experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
			70
TOTAL RESUME POINTS			
700	700		

Written Materials Review - Reviewer WE5

Wieland, Patricia

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	Professionally written. Business letterhead. Complete contact info. Coherent organization.
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	300 Points		
Resume Review - Patricia Wieland			
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 Evaluator's ability to write coherent reports.	Professionally written. Business letterhead. Complete contact info. Coherent organization.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
			Bachelor's degree with over 2 years experience in social services.

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>No info on DSHS policy in resume - but reported experience with WAC and RCW.</p>
80	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
695	700		

Written Materials Review - Reviewer WE1

Zink, Kasey

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	Letter is organized, professional, and follows sample letter guidelines.
70	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 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.
50	50		
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 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).
18	20		
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.	Bidder used the exact wording from the sample letter.
20	20		
Business Information		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.	Minimal information is provided regarding the experience of the business. They state they have been in business since 4/19, 2024, and have offered Residential Community Setting Evaluators services.
50	100		
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 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.	Bidder used the exact wording from the sample letter.
20	20		
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 you!	Bidder used the exact wording from the sample letter.
20	20		
TOTAL SUBMITTAL LETTER POINTS			
248	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 (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.
115	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	Master of Social Work degree.
150	150		
Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has 3 years experience as an office assistant at Pacific Lutheran University Counseling Center and Disability Support Services Office, including assisting in procuring textbooks for students with disabilities.</p>
30	85		
<p>Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has 11 years experience working with grants and lists compliance monitoring with specific guidance and regulations. Oversees subrecipient performance, reviews progress and supports routine audits.</p>
70	85		
<p>Risk Assessment Regarding Vulnerable Individuals</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder states they conduct initial and ongoing risk assessments and develop monitoring plans for contractors. Work 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).</p>
55	85		
<p>Report Writing</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder includes experience with drafting documentation for contracts and preparing technical progress reports. Resume is well written.</p>
70	85		
<p>Knowledge of Microsoft Office and Other Computer Applications</p> <p style="text-align: center;">Criteria to Consider</p> <p style="text-align: right;">Reviewer's Comments</p>			
Awarded Points	Max Score	<p><i>Does the Resume reflect experience using Microsoft Office (at a minimum, experience with other applications and databases are worth</i></p>	

85	85	<p><i>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.)</i></p>	<p>Includes information that bidder is proficient in Microsoft Office Suite, teleconferencing platforms, and other programs.</p>
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	<p>Bidder has many years experience in managing contracts and grants, plus additional work experience related to social work.</p>
TOTAL RESUME POINTS			
575	700		

Written Materials Review - Reviewer WE2

Zink, Kasey

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	Use of letterhead; formatted; well organized; all questions acknowledged with explanation where requested
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	amendment acknowledged
20	20		
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
20	20		
Business Information		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.	beginning 4/19/24 - Residential Community Setting Evaluators
25	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
225	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 (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
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> • 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) <p>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,</p>	Master's Degree in Social Work
150	150		
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 Evaluator's work.	
70	85		yes; no specific DD experience, experience w/ vulnerable populations, individuals in crisis, students w/ disabilities, cancer patient populations
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 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.	
85	85		yes; bidder outlines experience with audits, risk assessments, compliance management and adherence to standards
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 necessity of exercising independent judgment.	
85	85		yes; bidder outlines experience with risk assessment and has experience w/ front line assessments of 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.	
85	85		yes; experience is most notable in the grants & contracts arena 2013 to present (w/ progressive position advancement)
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	<p>yes; Office 365, Mac OSX, Cayuse SP & 424, MS TEAMS, Virtual paltforms (numerous), Jamis Prime, Sharepoint, Donor Tools, Adobe, Greater Giving</p>
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
685	700		

Written Materials Review - Reviewer WE3

Zink, Kasey

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	Organized, clear, professionally laid out and well written. Complete business and contact information.
70	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 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
50	50		
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 is stated (should be close to language in Sample Letter). 0 points if omitted.	Bidder acknowledged amendment.
20	20		
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	20		
Business Information		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.	Bidder has limited experience but goes into detail in resume. (-10)
90	100		
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.	no websites.
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
290	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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	Detailed, clearly written, professional resume.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		
		Masters degree in social work.	

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Limited experience working with individual's with developmental disabilities. Had some experience during her time as an office assistant from 2021-2022. Based off her other experience professionally I feel it can translate to the work of an evaluator.</p>
70	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Experience identifying performance and compliance issues and following regulations set forth by her previous jobs just not with DSHS. Reviewer does feel based off her information and experience it could translate and closely relate to what evaluators are expected to do.</p>
70	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>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.</p>
70	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	<p>Bidder has experience with producing written reports.</p>
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	<p>Proficient in MS office as well as a number of other applications.</p>
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
655	700		

Written Materials Review - Reviewer WE4

Zink, Kasey

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	
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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	100		
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.	
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.	
20	20		
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 you!	
20	20		
TOTAL SUBMITTAL LETTER POINTS			
300	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 (chronological job history, etc.) and how well it reflects on the Proposed Evaluator's ability to write coherent reports.	
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	
150	150		

Working with individuals with Developmental Disabilities		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
0	85		
Understanding and Enforcing Statutory and Regulatory Mandates, and DSHS Policy		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Risk Assessment Regarding Vulnerable Individuals		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Report Writing		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p><i>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.</i></p>	
85	85		
Knowledge of Microsoft Office and Other Computer Applications		Criteria to Consider	Reviewer's Comments

Awarded Points	Max Score	<p><i>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.)</i></p>	
85	85		
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
615	700		

Written Materials Review - Reviewer WE5

Zink, Kasey

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	Professional presentation of letter using business letterhead. Organization is coherent. Complete business contact information included.
70	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 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 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 is stated (should be close to language in Sample Letter). 0 points if omitted.	
20	20		
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	20		
Business Information		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.	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.
50	100		
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.	
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.	
20	20		
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 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 (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.
125	125		
Does Resume Support Contention that Proposed Evaluator Meets Minimum Qualifications?		Criteria to Consider	Reviewer's Comments
Awarded Points	Max Score	<p>Must have one of the following:</p> <ul style="list-style-type: none"> 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) <p>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,</p>	MSW.
150	150		
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 Evaluator's work.	
75	85		Has experience working with disabled students as an Office Assistant for college Counseling and Disability Support Service office (but no listed experience working with developmentally disabled individuals). Has experience working with individuals in social service and veteran settings.
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 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.	
70	85		The resume indicates working within and enforcing statutes and regulations regarding contracts, but no experience regarding RCWs, WACs or DSHS Policies as pertains to being an Evaluator.
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 necessity of exercising independent judgment.	
85	85		MSW with experience working with vulnerable populations: veterans, low-income/underserved students, and 211 callers. Conducted risk assessments for contracts and conducted biopsychosocial assessment with VA individuals and families which included immediate safety concerns.
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.	
85	85		Drafting agreement documentation for research collaboration subrecipients; creation of proposal templates and administrative budgetary documentation; create professional correspondence; developed presentation materials; prepare technical progress reports; etc.
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 minimum, experience with other applications and databases are worth	

85	85	<p><i>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.)</i></p>	
Other Qualifications		Criteria to Consider	Reviewer's Comments
Not Scored	Optional	<p><i>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.</i></p>	
TOTAL RESUME POINTS			
675	700		