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Instructions for Scoring Proposals in the RFP Reader Online System



Department of Children, Youth and Their Families
2018-2023 Funding Cycle Request for Proposals (RFP)

This document provides 7-step instructions on scoring proposals in the RFP Reader Online System.

For detailed information on the RFP, service areas or strategies your assigned proposals fall under, please refer to the RFP/RFQ Document and/or the appropriate service area video located at dcyf.org.

Logistical details such as deadlines and contact information for questions can be found in the Introduction Video, located on DCYF's website.

Step 1. Navigate to the online RFP Reader System.

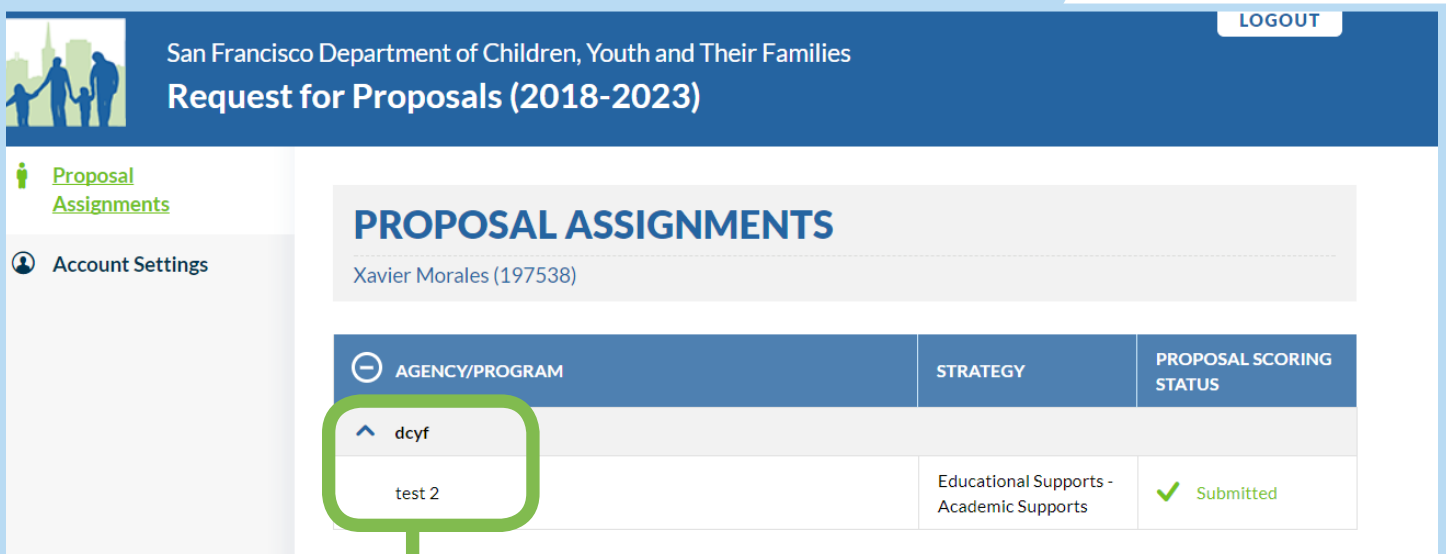
The address is **www.contracts.dcyf.org/rfprfq2017reader**.

Enter your username and password. You should have received a verification email with your username and a link to set up a password. If you did not receive this email, please contact Loren Newquist at 415-554-3506 or loren.newquist@dcyf.org.

The screenshot shows a web browser window with the address bar displaying <https://www.contracts.dcyf.org/rfprfq2017reader>. The browser's bookmark bar includes links for Controller: CCSF eP, Tableau Customer S, Equity Measures, San Francisco Depar, Projects, SurveyMonkey: Free, SFUSD: Academic Ca, and Eventbrite - Log in to. The page header features the San Francisco Department of Children, Youth and Their Families logo and the text "Request for Proposals (2018-2023)". The main content area is titled "READER LOGIN" and includes a welcome message: "Welcome to the San Francisco Department of Children, Youth and Their Families Online Request for Proposals/Qualifications Reader System!". Below this, instructions state: "To view your assigned proposals and begin scoring, log in below. If you have trouble logging in, call the Cityspan help desk at (866) 469-6884." The login form is titled "Log into the Reader System:" and contains fields for "USERNAME" (with the value "xavier.morales@dcyf.org") and "PASSWORD" (masked with dots). A link for "Forgot your username or password?" is provided below the password field. A blue "ENTER SYSTEM" button is at the bottom of the form. At the bottom of the page, there is a partial view of a photograph showing the backs of two children's heads in a classroom setting.

Step 2. Access your assigned proposals.

After you log in, you will be taken to the **Proposal Assignments** page. This is where you can view and access your assigned proposals.



San Francisco Department of Children, Youth and Their Families
Request for Proposals (2018-2023)

LOGOUT

Proposal Assignments

Account Settings

PROPOSAL ASSIGNMENTS

Xavier Morales (197538)

AGENCY/PROGRAM	STRATEGY	PROPOSAL SCORING STATUS
dcyf		
test 2	Educational Supports - Academic Supports	✓ Submitted

Step 3. Select a proposal to score.

To score a proposal, simply click on the agency/program name of the proposal you wish to score.

Step 4. Indicate whether you have a conflict of interest.

After selecting a proposal, you will be taken to the **Proposal Scoring** page of that proposal. Please read DCYF's conflict of interest policy and **indicate whether you have a conflict of interest** with the applicant.

If you indicate that you have a conflict, you will receive a message that the proposal will be reassigned to another reader and you will be locked out from accessing the proposal.

If you make a mistake and need to change your selection, please contact Loren Newquist at 415-554-3506 or loren.newquist@dcyf.org.

The screenshot shows a web interface for 'PROPOSAL SCORING'. At the top, there is a header with the title 'PROPOSAL SCORING' and a back arrow icon. Below the header, the text 'test 2' is displayed. The main section is titled 'CONFLICT OF INTEREST' and contains the following text: 'DCYF's conflict of interest policy states that RFP readers cannot be an employee or board member of any applicant, have an immediate relative that is an employee or board member of any applicant, communicate with or advise any applicant, or have any vested interest in the outcome of the RFP process.' Below this text is a confirmation statement: 'I confirm that I have no conflict of interest in reading this application.' Underneath the confirmation statement are two radio button options: 'I have no conflict' (which is selected) and 'I do have a conflict and cannot read this application'. At the bottom of the interface, there are two sections: 'RFP & RFQ DOCUMENT:' and 'FULL PROPOSAL', each with a PDF icon next to it. A green box highlights the two PDF icons on the right side of the interface.

Step 5. Download and read the full proposal and the RFP/RFQ document.

Below the Conflict of Interest section are copies of the RFP & RFQ document and the full proposal.

Please read both by clicking on the PDF icons and downloading the documents.

Step 6. Score the proposal.

DCYF Request for Proposals (2018-2023) dcyf

I have no conflict I do have a conflict and cannot read this application

READER SCORE SUMMARY

SECTION	# OF QUESTIONS	POINTS EARNED	POSSIBLE POINTS
TARGET POPULATION NEED	1	13.3	20
PROGRAM DESIGN	12	40.6	65
PROGRAM IMPACT	1	10.0	15
Total		64.0	100.0

SCORING GUIDELINES

Very poor	Answer fails to address question and/or presents no understanding of the question.
Poor	Answer provides minimal demonstration of expertise/capacity in relation to the question and/or presents minimal understanding of the question.
Fair	Answer somewhat demonstrates expertise/capacity in relation to the question; needs work.
Good	Answer provides an adequate demonstration of expertise/capacity in relation to the question.
Very Good	Answer provides a strong demonstration of expertise/capacity in relation to the question.
Excellent	Answer thoroughly addresses question and provides a very strong and comprehensive demonstration of expertise/capacity in relation to the question.

Beneath the Full Proposal document is the **Reader Score Summary and the Scoring Guidelines**. The Reader Score Summary tracks the points earned for each proposal section. The Scoring Guidelines provide definitions for each type of score.

Below the Scoring Guidelines are the three sections where you will enter scores: **Target Population Need, Program Design and Program Impact**. Each section contains the RFP questions and the corresponding response.

After reading the question and the response, **select a score** of “Very Poor”, “Poor”, “Fair”, “Good”, “Very Good”, or “Excellent”, from the drop down menu underneath the “Score” section. If you need a refresher on what the scores mean, you can scroll up to the Scoring Guidelines or click on the “Top” button located on the right side of your screen. As you score each response, the system will generate **points earned for that question**. These points are also shown in the Reader Score Summary.

TARGET POPULATION NEED (20 points total)

RFP Question: Describe the key needs of the target population(s) you have selected to serve with this proposed program as well as your experience serving them. In your answer describe how your proposed program will identify and address these needs including any cultural or gender responsive strategies as well as how the program will connect participants to additional resources.

Agency Response:
xc

Score
Very Poor

Points earned: 3.3

Possible points: 20.0

Additional Comments
comments

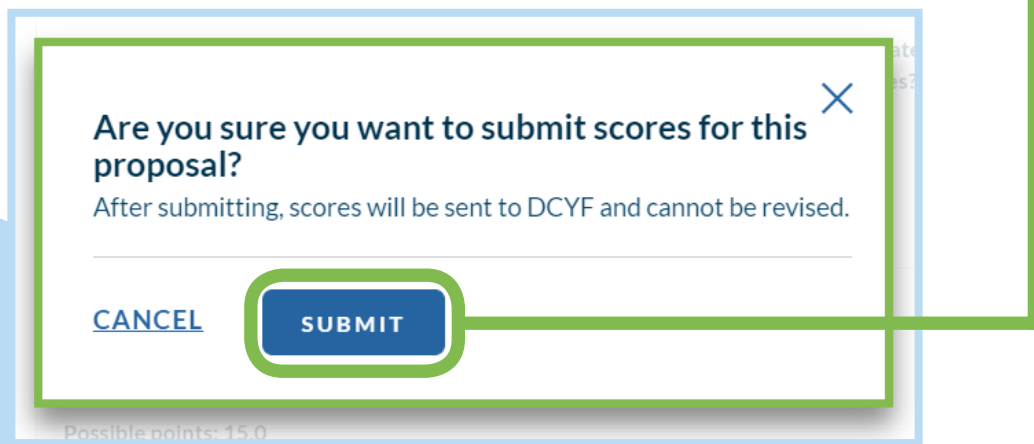
The Target Population Need, Program Design and Program Impact sections each contain a field labeled **“Additional Comments.”**

This field is required (i.e. you will not be able to submit your scores unless these fields are completed).

Save your work! There is a “Save” button on the right side of the screen and at the top of the page! Saving allows you to exit the system and return to where you left off.

Step 7. Submit your scores.

After you finish entering scores and comments for all responses, make sure to submit your scores. To submit, click the “Submit” button located at the bottom of the page and at the top. If you have entered all the required information, the system will generate a text box with a green outline. If not, you will receive a message indicating that there are still some incomplete fields. To submit, click the “Submit” button in the text box.



The image shows a confirmation dialog box with a white background and a blue border. At the top right is a close button (X). The main text reads: "Are you sure you want to submit scores for this proposal?" followed by "After submitting, scores will be sent to DCYF and cannot be revised." Below the text is a horizontal line. At the bottom left is a blue link labeled "CANCEL". At the bottom center is a blue button with rounded corners labeled "SUBMIT". A green rectangular outline highlights the "SUBMIT" button and the text above it. Below the dialog box, the text "Possible points: 15.0" is visible.



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