

### Sample RFP Evaluation Criteria

Criteria	Score	Weight
<b>GOVERNANCE/ORGANISATION</b>		
1) When was the organisation established? 2) What is the coverage area for the organisation? 3) What are the BOPDHB funded contracts with the organisation? 4) Current funding sources 5) Evidence of financial viability 6) Potential conflict of interests declared 7) Will organisation be subcontracting any services? 8) Service history/competence 9) Organisational structure 10) Experience in service provision to this client group 11) Demonstrated ability to collect and use feedback about the services 12) Key components of evaluation programme identified to monitor the outcomes of the service		
<b>Total score for Experience – total score X 20 / 25 =</b>	<b>/25</b>	<b>20%</b>
<b>CURRENT SERVICE/ORGANISATION CAPACITY</b>		
1) Ability/ potential to deliver service in accordance with the contract and service specifications 2) Ability/ potential to provide a clinically effective rehabilitation service 3) Commitment to achieving Mental Health standards & evidence of compliance 4) Changes to organisation required to be able to deliver the services proposed 5) Quality of facilities 6) Bed availability (need to build extra?) 7) Evidence of mental health and addiction philosophy in place and being implemented within the organisation 8) Competency to monitor service outputs and meet reporting requirements 9) Ability/ potential to work with referring providers 10) How will entry to and exit from the service be managed? 11) Mechanisms identified to ensure effective consumer and family/whanau involvement in service delivery and planning		
<b>Total score for Capacity - total score X 30 / 25 =</b>	<b>/25</b>	<b>30%</b>
<b>RESPONSIVENESS TO MAORI</b>		
1) Understanding of Maori health strategies at national, regional and local levels (including He Korowai Oranga, Te Puawaitanga, Ngā Kāwai,		

Criteria	Score	Weight
Whakatataka Tuarua) 2) Does the provider have experience working with service agencies that are by Maori for Maori or serve the needs of Maori people within mainstream health services? 3) Does the proposal show the provider has experience working with Maori, and identified how they would go about meeting Maori needs? 4) Is there evidence of how the provider would see whanau being involved in their programmes? 5) What provisions are proposed to meet the needs of Maori consumers? 6) Assessment tool for Maori 7) Monitoring and evaluation tool for Maori 8) Does the proposal show how the provider intends to work with Maori to develop strategies to monitor, review and evaluate effectiveness of their service to Maori?		
<b>Total score for Responsiveness to Maori - total score X 20 / 25 =</b>	<b>/25</b>	<b>20%</b>
<b>HUMAN RESOURCES AND WORKFORCE</b>		
1) Profile of staff currently employed including number of FTEs, professional roles, qualifications, experience 2) What non-clinical FTEs are proposed? 3) What is the hourly/annual rate proposed for HCA 4) Capacity to recruit and retain competent and suitable clinical and non-clinical workforce 5) Additional training needs identified 6) Staff receive adequate supervision 7) Staff retention 8) Staff workload 9) Staffing levels/experience		
<b>Total score for Workforce - total score X 10 / 5 =</b>	<b>/5</b>	<b>10%</b>
<b>FUNCTIONAL RELATIONSHIPS</b>		
1) Can articulate knowledge and understanding of current health and mental health and addictions national and regional policies and strategies (including MR MH&A SP, Te Tahuhu) 2) Credibility and acceptability by providers and residents in BOP 3) Relationship with Provider Arm 4) Demonstrated ability to be responsive to service user requirements 5) Ability to work in collaboration with stakeholders from across BOP, including intersectoral , evidence of MOUs 6) Collaboration processes identified 7) Internal networks/forums/stakeholders relationships 8) External networks/forums/stakeholders relationships		

Criteria	Score	Weight
9) Links to other service providers 10) Where will the service be based?/Current proximity to TWM (Inpatient unit) 11) Ease of access		
<b>Total score for Functional Relationships - total score X 10 / 15 =</b>	<b>/15</b>	<b>10%</b>

**Evaluation of soundness of financial proposal: Financial officer name**

**Consider**

Bed day rate exclusive of RNs

HCA rate

Evidence of client contribution

Overhead contribution

Transport allowances and capital

**Calculation of total score**

	Total Score	Comments
<b>GOVERNANCE/ORGANISATION</b>		
<b>CURRENT SERVICE/ORGANISATION CAPACITY</b>		
<b>RESPONSIVENESS TO MAORI</b>		
<b>HUMAN RESOURCES AND WORKFORCE</b>		
<b>FUNCTIONAL RELATIONSHIPS</b>		
<b>TOTAL</b>		
<b>Financial Soundness</b>		