

Attachment E: Scoring Criteria

REQUEST FOR PROPOSALS: REDUCING THE BURDEN OF MENTHOL AND
FLAVORED COMMERCIAL TOBACCO PRODUCTS THROUGH POLICY
CHANGE

Overview

Applicant Name:

Applicant Address:

Reviewer Name or Code:

Rating Table

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Scoring Section

Section 1 – Organizational capacity – 20 points

Criteria	Score
Applicant describes the history of the organization, major programming, and how the proposed work aligns with the organization's mission and values.	___ / 5
Applicant describes the organization's record of building community coalitions, educating decision makers and advancing local policies.	___ / 5
Applicant describes their capacity and organizational leadership support to ensure accountability to carry out work plan activities and maintain overall support and coordination of the work.	___ / 5
Applicant describes how key project staff have the skills, lived experiences and/or training to successfully carry out the project. If project staff have yet to be hired, applicant describes what skills and capacity they will look for as they hire new staff.	___ / 5
Total score points for this section	___ / 20

Section 2 – Project description – 15 points

Criteria	Score
Applicant describes any relevant previous efforts to strengthen local tobacco prevention policies within the specified jurisdictions.	___ / 5
Applicant describes the jurisdiction(s) level of readiness and the factors demonstrating a high level of readiness.	___ / 5
Applicant describes how community members most impacted, new or existing community partners, and coalitions will be engaged and involved in the implementation of the work plan.	___ / 5
Total score points for this section	___ / 15

Section 3 – Equity, focus population, and cultural competence – 25 points

Criteria	Score
Applicant describes how the organization has established authentic, trusted relationships within the local jurisdictions targeted for policy action.	___ / 5

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Criteria	Score
Applicant describes the organization's record of building community coalitions, educating decision makers and advancing local policies.	___/ 5
Applicant names and describes the jurisdiction(s) targeted for policy action including geography, population, and data supporting the need to address commercial tobacco use.	___/ 5 x 2
Applicant describes how community members most impacted, new or existing community partners, and coalitions will be engaged and involved in the implementation of the work plan.	___/ 5
Total score points for this section	___/ 25

Section 4 – Budget and budget justification – 10 points

Criteria	Score
Requested level of funding (including cost breakdown) is justifiable for the proposed activities.	___/ 5
Budget incorporates adequate staffing (at least .50 FTE in total is required).	___/ 5
Total score points for this section	___/ 10

Section 5 – Work plan – 30 points

Criteria	Score
Work plan includes clear objectives, SMARTIE goals, timeline, and activities that are realistic and build towards policy change.	___/ 5 x 3
Work plan activities, milestones, and identified partners are aligned and will advance the goals and objectives over the first year of the grant.	___/ 5 x 3
Total score points for this section	___/ 30

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