

RFP & RFQ Reading & Scoring Tips

Thank you for being a reader for DCYF's 2018-2023 RFP and RFQ! Your role is invaluable as we determine funding decisions that are both equitable and effective in addressing the needs of San Francisco's children, youth and their families

This document will provide general tips on reading and scoring as well as other information and resources that you may need while serving as a reader.



The following tips can help readers score with consistency and fairness:

Be Prepared

Read relevant sections of the RFP before scoring to ensure full understanding of the strategy. The RFP details target populations, goals and requirements as well as allocations for each strategy and initiative.

Give Yourself Enough Time

Dedicate enough time to ensure you can score thoughtfully. The reading and scoring of proposals can be a time consuming exercise and readers should make efforts to block out enough time so that they can read all proposals assigned to them.

Score Based On Proposal's Merits

Scores must only be based on whether the information presented demonstrates that the proposed services will meet the intent of the strategy and successfully serve the target population. To ensure that all proposals are being scored consistently scores should not be based on other information the reader may know about the organization or program.

Provide Comments

Your comments help DCYF understand how you scored the proposal. These comments will be used as reference during the Deliberation process. In addition comments provided as a part of RFP scoring are accessible under Sunshine laws and can be requested by the public. Comments are required in the RFP data base for each section.

Be Consistent Within Yourself

Score all proposals you are reading based on the same criteria to ensure that you are treating each one consistently.

Additional Information & Resources

Please Contact DCYF Right Away If:

- You are unable to read all the proposals assigned to you
- You have a conflict of interest with a proposal or organization
- You do not think you have the expertise to score proposal for a specific strategy or service area
- You have the capacity to read more proposals than the number assigned to you
- You have any questions about the process. Please note that DCYF will not provide guidance to readers on the scores any proposal should receive

Contact Information
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