

New MIS RFP Onboarding Team – Proposal Evaluation Meeting

(RFP = Request for Proposal)

April 11th, 2016

9:30 am - 2:30 pm

Missouri Association for Community Action
2014 William Street, Jefferson City, MO 65109

Welcome and Overview

Review Submitted Proposals

- Review each proposal with compiled scores; discuss details and discrepancies
- Review overall compiled scores
- Review cost details and comparative value of each proposal
- Select top three proposals for State Two of the RFP process

Lunch at 12:00 noon (provided – may be a working lunch)

Review Submitted Proposals (continued from morning agenda, if needed)

Stage Two – Field Evaluation

- Schedule
- Field Evaluation process and score sheet
- Potential site visits
- MACA Conference presentations

Q&A, Next Steps & Upcoming Schedule

Adjourn

RFP Evaluation Process

1. MACA/FSD pre-screen to ensure minimum requirements are met, then forward to Onboarding Team
2. Onboarding Team, with other agency staff, review and score each proposal on paper evaluation form
3. Onboarding Team members complete online score sheet via Survey Monkey for each proposal: <https://www.surveymonkey.com/r/OnBoardingevals>
4. Onboarding Team meets in person to review all proposals and select top three
5. Move on to Stage Two – Field Evaluations of the top three proposals