



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

August 10, 2022

REQUEST FOR PROPOSAL

RFP 2022GP003

Human Services Community Matching Grants

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **2:00 P.M. Local Time, August 24, 2022**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, August 26, 2022**

Proposals Due: **5:00 P.M. Local Time, September 7, 2022**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

A handwritten signature in cursive script that reads "Chris Hunter".

Chris Hunter
Deputy Purchasing Director



Request for Grant Proposals
For 2023 and 2024
Human Services Community Matching
Grants

RFGP 2022GP003

Contents

1. GENERAL INFORMATION	4
1.1. Purpose.....	4
1.2. Background	4
1.3. Questions.....	4
1.4. Preparation Costs	4
1.5. Source of Funds	4
1.6. Eligibility (Who May Apply)	5
1.7. Duration of Grant	5
1.8. Anticipated Levels of Funding.....	5
1.9. Pre-Proposal Conference.....	5
1.10. Proposed Time Schedule and Review Process	5
2. RULES GOVERNING COMPETITION	6
2.1. Examination of Proposals	6
2.2. Confidentiality	6
2.3. Proposal Format	6
2.4. Signature Requirements	6
2.5. Proposal Submission Requirements	7
2.6. News Releases	7
2.7. Disposition of Proposals	7
2.8. Oral Change/Interpretation.....	7
2.9. Modification/Withdrawal of Proposals	7
2.10. Late Submissions	8
2.11. Rejection of Proposals	8
2.12. Equal Employment Opportunity Contract Compliance	8
2.13. Acceptance of Terms	8
2.14. Additional Submission Requirements.....	9
3. PROGRAM SCOPE / ELIGIBILITY REQUIREMENTS	9
4. PROPOSAL AND SUBMISSION REQUIREMENTS	9
4.1. Title Page	10
4.2. HSCMG Grant Application (Letter of Transmittal).....	10

- 4.3. Table of Contents..... 10
- 4.4. Evaluation Criteria 10
- 5. EVALUATION CRITERIA AND PROCESS 16
 - 5.1. Evaluation Criteria Weighting..... 16
 - 5.2. Qualitative Evaluation Criterion 17
 - 5.3. Evaluation Process..... 17
- 6. SELECTION PROCESS 17
- 7. SAMPLE CONTRACT..... 17
- 8. ATTACHMENTS..... 18

1. GENERAL INFORMATION

1.1. Purpose

The Municipality of Anchorage (Municipality), Anchorage Health Department (AHD) seeks qualified non-profit organizations to provide health and human services within the geographic boundaries of the Municipality. Projects are anticipated to begin during the second half of 2022.

This document, subsequently referred to as the Request for Grant Proposals (RFGP), explains the process for applying for a Human Services Community Matching Grant (HSCMG) with the Municipality, the requirements for being determined eligible for funding, and the Municipality's process for selecting agencies for the requested services.

1.2. Background

HSCMG is a program authorized by Alaska Statute (AS 29.60.600 – 29.60.650) to fund the delivery of essential human services by private non-profit agencies within municipalities throughout Alaska. The Municipality of Anchorage has received State of Alaska HSCMG funding since the 1980's. The Anchorage Health Department distributes HSCMG funding to local non-profit agencies through an RFGP every two years.

1.3. Questions

Any questions regarding this Request for Grant Proposals are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department

wwpur@muni.org

For ease of identification please identify the RFGP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFGP cover letter.

1.4. Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

1.5. Source of Funds

There are two (2) sources of funding for this grant program: the HSCMG award from the State of Alaska, Department of Health and Social Services to the Municipality and municipal operating funds. Funding from the State of Alaska is contingent upon annual receipt of funds from the

State of Alaska and appropriation of funds by the Municipal Assembly. The municipal contribution is contingent upon Assembly approval of the annual Municipal Operating Budget. This RFGP does not guarantee funding availability for either fiscal year.

1.6. Eligibility (Who May Apply)

Eligible proposers include community-based non-profit organizations, private non-profit corporations and community organizations established under Municipal Charter or Ordinance or a combination of entities (hereafter referred to as “agency”, “proposer”, or “applicant”). Each proposal must ensure that all services provided through these grants are delivered within the geographic boundaries of the Municipality. State of Alaska and municipal entities (Departments, Divisions and Sections) are not eligible to apply for HSCMG funding through this RFGP.

1.7. Duration of Grant

Grants funds are awarded on a competitive basis and are awarded for one funding period with an option for a second funding period. Both periods are subject to availability of funds. Funding periods are State Fiscal Year (FY) 2023 (July 1, 2022 – June 30, 2023) and FY 2024 (July 1, 2023 – June 30, 2024). All proposals must be for two-year projects/services and must include all required information for both years.

This RFGP represents the only solicitation process for FY 2023 and FY 2024 HSCMG funds.

1.8. Anticipated Levels of Funding

In FY 2022 (July 1, 2021 through June 30, 2022) the Municipality distributed \$1,016,573 in HSCMG funds to local non-profits, \$242,982 from municipal operating dollars and \$773,591 from the State HSCMG award to the Municipality. Actual funding levels for FY 2023 and FY 2024 are unknown at the time of this RFGP.

In the event no HSCMG dollars are received from the State, only municipal operating dollars may be distributed for HSCMG services.

Pursuant to the Anchorage Municipal Charter Section 13.06(a), the Mayor can reduce funding for these grants upon declaration to the Anchorage Municipal Assembly of severe financial and economic hardship. Funding may not be reduced by more than the amount of the then unexpended balance.

1.9. Pre-Proposal Conference

A non-mandatory meeting (Pre-Proposal Conference) will be held to respond to questions regarding this RFGP. This will be the only conference held prior to the deadline for submission of the proposals. Questions received prior to the Pre-Proposal Conference will be addressed at the conference. The date and time of the Pre-Proposal Conference are found on the cover letter from the Municipal Purchasing Office attached to this RFGP.

1.10. Proposed Time Schedule and Review Process

The following schedule is subject to change.

Proposal due to Municipal Purchasing Office	TBD (see RFGP cover)
Evaluation Task Force meets to review and score proposals and provide tentative funding recommendations	2-4 weeks following proposal due date
Notice of HSCMG award from the State of Alaska	Qtr. 3 2022
State award submitted to the Municipal Assembly for approval	Qtr. 3 2022
Subaward recommendations submitted to the Assembly for approval	Qtr. 3 2022
Period of performance to begin	Upon execution of grant agreement

2. RULES GOVERNING COMPETITION

2.1. Examination of Proposals

Proposers should carefully examine the entire RFGP and any addenda thereto, and all related materials and data referenced in the RFGP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2. Confidentiality

The content of all proposals will be kept confidential until the selection of the grantee(s) is publicly announced. At that time the selected proposals are open for review. After the award of contracts, all proposals will become public information.

2.3. Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFGP. Emphasis should be concentrated on

- 1) conformance to the RFGP instructions;
- 2) responsiveness to the RFGP requirements;
- 3) completeness and clarity of content.

2.4. Signature Requirements

All proposals must be signed by: an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the HSCMG Grant Application (Letter of Transmittal) (See Section 4.1) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.5. Proposal Submission Requirements

- 2.5.1. **TWO ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.
- 2.5.2. IN ADDITION to the copies required by paragraph 2.5.1. above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.
- 2.5.3. All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.
- 2.5.4. Proposals must be delivered or mailed to:

Physical Address

Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

Mailing Address

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

2.6. News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFGP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.7. Disposition of Proposals

All materials submitted in response to this RFGP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after contracts are awarded.

2.8. Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFGP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.9. Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.10. Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFGP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.11. Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.12. Equal Employment Opportunity Contract Compliance

- 2.12.1. Every municipal contract shall include language substantially the same as the following: “The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.”
- 2.12.2. Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.13. Acceptance of Terms

By presenting a proposal, a proposer accepts all terms and conditions of this RFGP. The HSCMG proposer agrees to accept the applicable regulations contained in the Anchorage Municipal Code of Regulations, the State of Alaska Administrative Code, 7 AAC 78, as well as grant assurances and special conditions imposed by the State of Alaska grant award.

The proposer will be bound by what is in their proposal, unless the Municipality and the proposer mutually agree that specific parts of the proposal are not part of the agreement.

2.14. Additional Submission Requirements

- 2.14.1. Proposals must be for annual grant amounts between a minimum of \$50,000 and a maximum of \$150,000. All proposals outside these limits will be deemed unresponsive and will not be scored.
- 2.14.2. An organization or corporation will be allowed to submit up to two (2) proposals to this RFGP. Funding requests for separate project/services require separate proposals and all proposals are to contain the required information and documents identified in this RFGP. Proposals must be for distinct projects/services and artificial segmentation of projects/services is not allowed. If a proposer submits two proposals, which in the sole opinion of the Municipality are components of one project/service, one or both proposals may be deemed ineligible and returned unscored.

3. PROGRAM SCOPE / ELIGIBILITY REQUIREMENTS

HSCMG funds are governed by Alaska Statute AS 29.60.600 – 29.60.650 and are to be used for projects that provide “essential human services” within the Municipality of Anchorage. All proposals must meet and address the following two criteria:

- Criterion 1: All HSCMG proposals must provide services whose unavailability would subject persons needing the services to serious mental or physical hardship.
- Criterion 2: All HSCMG proposers must provide services that fit into at least one of the following categories:
- Basic provision of food;
 - Basic provision of temporary/emergency shelter and related services;
 - Health support services (excluding services or the portion of services reimbursable by Medicaid, Medicare, or other third-party payor);
 - Protective legal services for children and adults in need;
 - or
 - Provision of housing services in conjunction with stabilization resources for homeless or crisis involved adults and families transitioning from shelter, crisis, or other emergency level of service.

4. PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed the page limits indicated below. One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

Proposers should read the entire RFGP and submit proposals in accordance with all requirements.

The Task Force may award lower points to proposals that are incomplete, not sufficiently detailed or explained, and/or not in accordance with the stated RFGP requirements.

A complete proposal should contain complete information from Sections 4.1 – 4.4.

4.1	Title Page
4.2	HSCMG Grant Application (Letter of Transmittal) (Attachment A)
4.3	Table of Contents
4.4.1.	Agency Description (One (1) page limit)
4.4.2.	Project Description (Five (5) page limit)
4.4.3.	Project Evaluation Plan - Logic Model and Indicator Tables (Attachment B)
4.4.4.	Budget (including Attachment C and Budget Narrative)
4.4.5.	List of Board of Directors
4.4.6.	Job Descriptions
4.4.7.	Agency Organizational Chart
4.4.8.	Copies of Articles of Incorporation and Bylaws (only in 2 Master copies)
4.4.9.	Signed Assurance (only in 2 Master copies)(Attachment D)
4.4.10.	Child Care License (if applicable) (only in 2 Master copies)
4.4.11	Current Independent Audit Report (only in 2 Master copies)

4.1. Title Page

Show the RFGP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2. HSCMG Grant Application (Letter of Transmittal)

Complete Attachment A: HSCMG Grant Application.

4.3. Table of Contents

A table of contents must be included in all copies of the proposal for the proposal to be considered complete. All pages in the proposals must have a page number.

In addition, all sections listed in Section 4., Proposal and Submission Requirements, should be referenced individually in the table of contents.

4.4. Evaluation Criteria

4.4.1. Agency Description (One (1) page limit)

Describe agency's community function by responding to the following required items and numbering your responses to correspond with the numbering below.

1. Agency's mission statement.

2. Outline or synopsis of all programs and projects that are currently offered in the community by the agency.
3. Agency's history and experience in delivering health and human services in this community.
4. Agency's history and experience in delivering services in the area of the proposed project. Also explain if this project currently receives funding through HSCMG.
5. Narrative of how the agency coordinates services with other service providers in the community.
6. Narrative on how the proposed project is relevant to community needs, how the agency is able to adjust to changes in community needs, and the impact if the project is not funded.

4.4.2. Project Description
(Five (5) Page Limit)

The Project Description must be completed for the proposal. All questions in the Project Description must be answered for the application to be considered complete. To support requests for funds, applicants are encouraged to use information from the Anchorage Community Health Needs Assessment 2021, in addition to other relevant materials such as the Homeless Management Information System (HMIS) and/or community coordinated data entry. The Anchorage Community Health Needs Assessment 2021 can be found at:

<https://www.providence.org/about/annual-report/chna-and-chip-reports>

Applicant must:

Address each item below and number/letter your responses to correspond with each item. It is the proposer's responsibility to ensure that the eligibility requirements in Section 3. Program Scope and Eligibility Requirements are addressed in the submitted proposal.

1. Clearly identify and describe the unmet need(s) that these proposed services address (support your statements with statistics and other data or reference information):
 - a. Explain how the services meet both eligibility criteria 1 and 2 (Section 3. Program Scope and Eligibility Requirements).
 - b. Explain why the services are necessary to prevent or alleviate serious mental or physical hardship.

- c. Describe how this project is unique or differs from and/or enhances other programs in the community serving the same need.

2. Specify the target population, include:

- a. Clear description of the target population to which these services will be delivered.
- b. Explanation of how the target population will be successfully linked or referred to these services.
- c. Description of the barriers experienced by the target population to accessing or receiving services and other factors complicating the delivery of services under the project.
- d. Number of persons to be assisted within an HSCMG grant year. Provide the following breakdown (definitions below), a brief explanation of how the numbers were derived, and the formula used to show the difference between HSCMG and all funding sources:
 - Number of persons assisted by the project from all funding sources, duplicated and unduplicated.
 - Number of persons to be assisted by HSCMG funding, duplicated and unduplicated. Please keep in mind, **the number of those assisted from all funding sources and the number attributed to HSCMG can only be the same if HSCMG is the only funding source for the project.** One way (although not the only way) to calculate the difference would be, if HSCMG represents 10% of the overall project funding, then not more than 10% of the total persons served would be attributed to HSCMG funding.
 - (Optional) Proposer may also include number of families assisted with the same details as described above.

Definitions:

- Persons assisted: those who benefit through participation in the project.
- Families assisted: a family unit (as defined by the proposer) who benefits through participation by one or more individuals in the project.

- Duplicated numbers: an individual and/or family is counted each time served even if served more than once in a grant year.
 - Unduplicated numbers: an individual and/or family is counted only once in a grant year regardless of how many times they receive services.
3. Provide a detailed Work Plan on how the project services will be accomplished. The Work Plan should demonstrate how the project's approach is appropriate to the needs described.

Include:

- a. Description of activities and procedures that explain how the services of the project will be delivered to the target population. Include strategies and methodology to be employed to overcome the barriers identified in 2.c. above.
 - b. Description of the location and facilities where the services will be provided.
 - c. Explanation of project staffing patterns, both direct services staff and administrative staff.
 - d. Explanation of the utilization of community members and volunteers, if any, in this project.
 - e. Timeline representing the sequence of activities and their completion dates for the two years of project operation.
4. Provide information on relevant efforts to collaborate with other groups and resources as needed and/or required to implement the project effectively. This should include a brief discussion of any cooperative agreements with other agencies, referral mechanisms, and procedures for releasing/sharing client information. The proposer may include up to three (3) letters of community support (letters of support do not count toward page limits).
5. Demonstrate sustainability. Include:
- a. Description of how the proposed project fits into a longer-term service delivery strategy for the agency and, as applicable, other organizations providing related services.
 - b. Description of potential funding sources for future sustainability beyond the HSCMG program, including past and current efforts to pursue such sources.

Please identify these funding sources by name, status, and the timing of expected receipt of funding.

- c. Description of how or if this project leverages community resources.

6. Describe the Project Evaluation Plan completed for Section 4.4.3., include:

- a. How the evaluation plan relates directly to the project's outcomes and overall community need.
- b. How the organization will use the evaluation plan to address strengths and obstacles/areas to improve. Detail who will review the evaluation plan, how often it will be reviewed, and how changes will be recommended and implemented.
- c. Why the outcome and indicators from the Logic Model and Indicator Tables from Section 4.3.3. were selected to demonstrate project success.

7. Provide information on agency administrative and financial management for this particular project and the agency as a whole. Include:

- a. Explanation of the administrative and financial management systems, procedures, and oversight that will be used to manage this project.
- b. Description of the role of the governing authority in this project.
- c. Organizational chart showing a clear line of authority and responsibility.

4.4.3. Project Evaluation Plan: Logic Model and Indicator Tables
Complete Attachment B: Project Evaluation Plan

Project Evaluation Plan instructions with Logic Model and Indicator forms are attached to this RFGP (Attachment B: Project Evaluation Plan). The Logic Model must include goal(s), outcomes, outputs, resources, and activities applicable to the proposed project and be compliant with program intent. Then, using the Indicator Table format and instructions, include indicators and data gathering strategies that will be used to evaluate the progress of the grant project toward achieving the program goals and desired outcomes. The indicators must be supported by the applicant's Logic Model.

Please note: Although not currently a part of the evaluation criteria, after the awards are made, each awardee will be required to work with AHD to identify an appropriate performance measure that aligns with similar service delivery projects as part of the reporting requirements for the State of Alaska.

Below are examples:

- For food projects – pounds of food purchased
- For meal projects – number of meals served
- For shelter projects – number of bed nights
- For other services – number of individuals served

See Attachment B: Project Evaluation Plan for instructions on completing Logic Model and Indicator Forms.

4.4.4. Budget

Complete Attachment C: Budget and provide a Budget Narrative (Two (2) Page Limit)

Budget forms and instructions are attached to this RFGP (Attachment C: Budget). A complete proposal must include all Attachment C forms (grant budget, detailed personnel budget, fringe benefits itemization, agency and project funding sources) as well as a budget narrative. The budget narrative should demonstrate how the proposed budget items support the project.

4.4.5. List of Board of Directors

Provide a complete list of the Board of Directors that includes the following information for each Director:

- Name
- Address
- Mailing Address
- Telephone Number
- Designate if Officer

If there are current vacancies on the Board, please make a note of the vacancies and how long the vacancies have existed.

4.4.6. Job Descriptions

Include the job description for the Executive Director and job descriptions for ALL other staff positions that will be financially supported by this grant. HSCMG grant funds cannot support administrative staff or administrative duties (requests for funding for salaries that are not supported by job descriptions may be considered administrative in nature).

4.4.7. Agency Organizational Chart

This chart should describe the organizational structure of the entire agency. An organizational chart for a specific project within the agency that will be supported by this grant should also be submitted.

- 4.4.8. **Copies of Articles of Incorporation and Bylaws (Master Copies Only)**
Copies of the agency’s articles of incorporation and bylaws should be included in the two (2) proposals marked “MASTER COPY”.
- 4.4.9. **Signed Assurance (Master Copies Only)**
Complete Attachment D – Assurance. Copies of this attachment should be included in the two (2) proposals marked “MASTER COPY”.
- 4.4.10. **Child Care License (Master Copies Only)**
Proposals for child care projects must include copies of the current child care license in the two (2) proposals marked “MASTER COPY”.
- 4.4.11. **Current Independent Audit Report (Master Copies Only)**
Include copies of the agency’s most recent independent financial audit in the two (2) proposals marked “MASTER COPY”.

If the independent audit has identified audit exceptions or findings, attach a statement of explanation including the details of any repayment plan if funds are to be returned to their funding source.

If the agency has been in operation for less than twelve months, an independent financial need not be attached. However, these applicants must submit a current income statement showing revenues and expenses for the agency.

If the agency has not had a recent independent financial audit and is not mandated by Federal or State requirements to have such an audit, attach a statement to this effect and attach a current operating statement showing agency revenues and expenses.

5. EVALUATION CRITERIA AND PROCESS

5.1. Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

Category	RFGP Section(s)	Points
1. Overall Review	4.2. – 4.4.	5
2. Need(s) Justification	4.4.2.1.	20
3. Target Population	4.4.2.2.	20
4. Project Review	4.4.2.3 – 4.4.2.4	25
5. Sustainability	4.4.2.5.	5
6. Project Evaluation Plan	4.4.2.6, 4.4.3.	5
7. Administrative	4.4.2.7., 4.4.5., 4.4.6., 4.4.7.	10
8. Financial	4.4.4.	10
Total Points Available		100

5.2. Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	Poor
-0-	Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3. Evaluation Process

The Municipality appoints an evaluation committee to assess and score the eligible proposals. All scores are tabulated and a rank order list from highest to lowest score is created. Based on the rank order list, the evaluation committee will provide their funding recommendations which are then forwarded to the Mayor and Municipal Assembly for approval. Projects will be funded, by rank order, at 100% of the proposed budgets until funding is expended. The grant awards are not made final until the Municipal Assembly has approved the awards and funding has been received and appropriated.

6. SELECTION PROCESS

The Proposers with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the next highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposers should it be in the Municipality’s best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7. SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (Attachment E). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wished to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposals have been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8. ATTACHMENTS

- Attachment A: HSCMG Grant Application
- Attachment B: Project Evaluation Plan
- Attachment C: Budget
- Attachment D: Assurance
- Attachment E: Sample Contract