



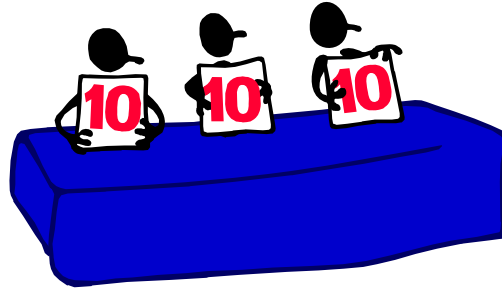
Numbers Talk

Federal RFP Scoring

In this presentation, we will explore the scoring procedures used by federal grantors when determining federal grant awardees. For the purpose of this scoring discussion, I will refer to a Federal RFP example of the Drug Free Community Support Program grant. It can be accessed on the Blackboard site as well as at: http://www.uic.edu/cuppa/gci/programs/profed/irn/federal/pdf/drug_free_communitie_srfp.pdf

RFP Scoring Overview

- ❑ Scoring is measured on a 100-point scale
- ❑ Scored by section
- ❑ Higher score = better chance of receiving funding
- ❑ Recognize the highest possible point sections



Proposals for all federal funding opportunities are measured against a 100-point scale. Federal grant proposals are numerically scored by section and the total points one can earn in each section of the RFP response differ within the application. Moreover, the numerical value assigned to each section is not uniform across RFPs; a Community Assessment might be worth 10 points in one RFP and 15 in another. The higher your total score across sections, the better chance you have of receiving funding. It is prudent, therefore, to be cognizant of the most highly scored sections.

RFP Scoring Example

❑ Drug Free Community Support Program RFP scoring protocol:

- ❑ Section A: Community Assessment (max 22 points)
- ❑ Section B: Capacity Building (max 12 points)
- ❑ Section C: Strategic and Action Planning (max 16 points)
- ❑ Section D: Implementation (max 20 points)
- ❑ Section E: Evaluation (max 20 points)
- ❑ Section F: Budget and Budget Justification (max 10 points)
- ❑ TOTAL (max 100 points)



On page 18 of the Drug Free Community Support Program RFP, you can find the scoring protocol for this proposal application. Here's a short breakdown of that scoring protocol:

Section A: Community Assessment (max 22 points)

Section B: Capacity Building (max 12 points)

Section C: Strategic and Action Planning (max 16 points)

Section D: Implementation (max 20 points)

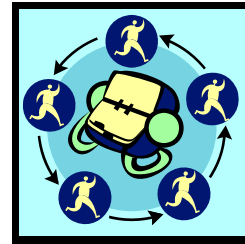
Section E: Evaluation (max 20 points)

Section F: Budget and Budget Justification (max 10 points)

RFP Scoring and Your Work

- ❑ 98+ out of 100 needed in most cases
- ❑ Points of section = % of time committed
 - ❑ EX: Devote 20% of your proposal writing time to a 20 point section

- ❑ Strive for full points in every section



Though federal agencies consider all proposals, in reality, you need to earn 98 or more points to win most federal funding opportunities. That being said, you need to consider how you complete your proposal in relation to the possible point.

You need to be aware of section point totals during your planning stages. Before you begin crafting your grant proposal, you should schedule the time that you work on each section according to the points for that section. For example, if a section is worth 20 points, devote 20% of your proposal writing time to that section.

Also, you should strive to earn full points in every section. If you do not believe you can earn all the points for a given section, you should reconsider the entire funding opportunity. Every point counts because you need to earn around 98 points out of 100 to be competitive among other proposals.

RFP Evaluation Criteria



- ❑ Identifies specific areas to be included the response
- ❑ Provides scoring scale
- ❑ Defines tallying protocol
- ❑ Oftentimes will offer example of peer reviewers' score sheet



After reading page 18 to 26, you get a clear idea of what is expected of all responses and the scoring protocol that will be used. For example, you can tell that cultural competence should unambiguously be addressed in each section. A website is even provided to assist you in defining and articulating cultural competence within the parameters of this proposal.

Seek Out Precise Directions



As can be seen in the Evaluation Criteria of our sample RFP application, the scoring protocol is very detailed and specific. Be sure to construct your RFP response neatly within this framework.

All instructions and suggestions given in the RFP should be followed as much as possible, from using linked resources in the text of the RFP to the articulated technicalities of page limits and headings.

Toe the Line

Most Federal Proposals will award high scores for:

- ❑ **following directions**
- ❑ **answering each question and responding to every request in each category**



The importance of studying the Evaluation Criteria section as well as the entire RFP repeatedly is obvious from this discussion. From the beginning to the end of your response, including supplementary materials, make sure to follow the RFP directions one hundred percent.

Have questions?

- ▶ Call or email the agency contact or point of contact listed in the RFP



Contact us!

A black pen is shown writing the text "Contact us!" on a piece of paper. The pen is positioned at the end of the text, as if it has just finished writing.

Finally, if anything is unclear to you, do not hesitate to contact the agency contact or contact listed in the RFP (page 28 in our example).