

**FY 2019 Section 5310 Solicitation for Proposals & Application****EVALUATION CRITERIA**

The following summarizes general project narrative application requirements and the corresponding maximum points possible for each segment (100 points maximum)

**A. Scope of Work, Need, Objectives, Coordination and Outreach (Up to 40 points)**

- Existing services and target populations served; detail proposed scope of work including: need, objectives, changes, improvements, and how it is aligned with program goals; present project readiness/schedule; explain how program funds requested will apply to meet project requirements (20 points).
- Project goals aligned with goals and strategies of the 2016-2019 Coordinated Public Transit – Human Services Transportation Plan for Los Angeles County (10 points).
- Specific details demonstrating project development and/or implementation coordination with others (5 points).
- Marketing, promotion, public awareness plans (5 points).

**B. Project Implementation, Operating and Management Plans (Up to 20 points)**

- Project management plan, project milestones and deliverables, and role and experience of key personnel (8 points).
- Contingency plan details: service, staffing, mechanical, and technical (8 points).
- Prior experience and performance providing similar/same transportation related services and managing federal pass through grants. Where none, prior experience and performance in non-transit services to target populations (4 points).

**C. Performance Indicators and Project Effectiveness (Up to 20 points)**

- Quantitative and applicable qualitative project performance measures over the life of project showing methodology to develop estimates (10 points).
- Evaluation of project effectiveness and strategies to mitigate poor performance (4 points).
- Tools & procedures to collect, track, and report project performance (6 points).

**D. Project Financial Plan / Project Readiness (Up to 10 points)**

- Completion of project financial plan table with expenditure amounts by quarter.
- Description of how schedule is realistic to enable project completion.

**E. Budget Justification (Up to 10 points)**

- Assumptions used to prepare project budget.
- Identification of all sources and amounts of revenue and/or grants to support project
- Identification & eligibility of federal fund program requested.
- Local Match Commitment Letter with amount and source of non-USDOT local match funds committed to project, or In-Kind Match Commitment Letter with detailed description and value of eligible in-kind item or service.