OAA TITLE III-C(2) Home Delivered Meals – REVIEWER SCORE SHEET

Bidder Name: _____

Reviewer Name: _____

Date: _____

Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.

SCORING SCALE

0 = Not addressed / Non-responsive
1 = Poor – Significant deficiencies
2 = Fair – Partially meets requirements
3 = Acceptable – Meets minimum requirements
4 = Good – Exceeds requirements
5 = Excellent – Fully exceeds requirements

Reviewers must score each criterion independently.
Comments are required for any score of 0–2 and strongly encouraged for all scores.

SECTION 1 – ORGANIZATIONAL CAPACITY (15 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	**Reviewer Comments**
Experience providing home delivered meals or similar services	
Qualifications of key staff	
Staffing levels and organizational structure	
Identification of authorized signers	

Required Element	Reviewer Comments
Volunteer capacity (recruitment, screening, training, utilization)	

Section Raw Score (0–5): _____Section Weighted Score (Max 15): _____ (raw score divided by 5 then multiplied by max points)

SECTION 2 – SERVICE DELIVERY PLAN (20 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Meal service plan & compliance with KDADS FSM	
Menu planning & dietitian certification	
Meal continuity & fund management	
Identification, documentation, and reporting of waitlisted or unserved demand	
Emergency, holiday, frozen/shelf-stable meal procedures	

Section Raw Score (0–5): _____Section Weighted Score (Max 20): _____ (raw score divided by 5 then multiplied by max points)

SECTION 3 – ELIGIBILITY, ASSESSMENT & CLIENT RIGHTS (15 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
AUAI/UAI assessment procedures	
Timeliness of assessments, reassessments, and updates	
Notice of Action (NOA) compliance	

Required Element	Reviewer Comments
Rights & Responsibilities (SS-12) distribution	
Grievance management & documentation	

Section Raw Score (0–5): _____Section Weighted Score (Max 15): _____ (raw score divided by 5 then multiplied by max points)

SECTION 4 – OUTREACH & NUTRITION EDUCATION (10 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Outreach to older adults with greatest economic and social need	
Nutrition education content, delivery & frequency	

Section Raw Score (0–5): _____Section Weighted Score (Max 10): _____ (raw score divided by 5 then multiplied by max points)

SECTION 5 – DATA MANAGEMENT & REPORTING (10 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
KAMIS data entry accuracy & timeliness	
Monthly program, financial, and NSIP reporting accuracy & timeliness	

Section Raw Score (0–5): _____Section Weighted Score (Max 10): _____ (raw score divided by 5 then multiplied by max points)

SECTION 6 – COORDINATION & QUALITY ASSURANCE (10 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Coordination with JAAA & community partners	
Quality assurance, monitoring, & customer satisfaction surveys	

Section Raw Score (0–5): _____Section Weighted Score (Max 10): _____ (raw score divided by 5 then multiplied by max points)

SECTION 7 – BUDGET & FINANCIAL MANAGEMENT (20 Points Total)

The criteria listed below are provided to guide the reviewer's assessment and comments. Reviewers shall consider all required elements together and assign a single raw score (0–5) for the section as a whole based on the overall strength of the response.

Required Element	Reviewer Comments
Financial statements & documentation	
Cost per unit calculation	
Fund management & sustainability	
Monthly reimbursement control (1/12 allocation compliance)	
Program income & contribution procedures	

Section Raw Score (0–5): _____Section Weighted Score (Max 20): _____ (raw score divided by 5 then multiplied by max points)

TOTAL SCORE

Category	Points
Organizational Capacity	____ / 15
Service Delivery Plan	____ / 20
Eligibility, Assessment & Client Rights	____ / 15

Category	Points
Outreach and Nutrition Education	____ / 10
Data Management & Reporting	____ / 10
Coordination and Quality Assurance	____ / 10
Budget & Financial Management	____ / 20
TOTAL SCORE	**____ / 100**

ADDITIONAL REVIEWER COMMENTS

Reviewer Recommendation

☐ Recommend for Award ☐ Recommend with Conditions ☐ Do Not Recommend

Summary Comments / Conditions (if any):

REVIEWER CERTIFICATION

By signing below, I certify that I have reviewed and scored this proposal independently, objectively, and in accordance with the evaluation criteria and scoring methodology published in the Request for Proposal. I affirm that I have no actual, perceived, or potential conflict of interest with the proposer and that my scoring reflects my independent judgment.

Reviewer Name (Printed): _____

Reviewer Signature: _____

Date: _____

OAA TITLE III-C(2) HOME DELIVERED MEALS

REVIEWER INSTRUCTIONS FOR PROPOSAL SCORING

Purpose

These instructions guide reviewers in evaluating proposals submitted in response to the OAA Title III-C(2) Home Delivered Meals RFP. Scores must be based solely on the content provided in each proposal and must align with the evaluation criteria and point values established in the RFP.

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1. General Scoring Guidance

- Reviewers must read the entire proposal before assigning scores.
- Scores must reflect:
    - Responsiveness to Section 6 – Proposal Submission Requirements
    - Alignment with Section 3 – Scope of Services
    - Demonstrated capacity to meet KDADS Field Support Manual (FSM) and Older Americans Act (OAA) requirements.
- Do not assume compliance or capacity if it is not clearly described.
- All scoring must be supported by written reviewer comments.

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2. Scoring Scale

Each criterion is scored using the following 0–5 scale, then multiplied by the assigned weight for that section:

Score	Description
5	Excellent – Fully addresses all requirements with strong detail and clarity
4	Good – Addresses requirements with minor gaps or limited detail
3	Adequate – Addresses requirements at a basic level
2	Limited – Partially addresses requirements; notable gaps
1	Poor – Minimally addresses requirements
0	Non-responsive – Does not address the requirement

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3. Using the Score Sheet Tables

- Each section of the score sheet contains:
    - Required elements to be reviewed
    - Maximum points available
    - Score entry
    - Reviewer comments field
- Reviewers must:

    - Enter a numeric score for each section
    - Provide comments explaining the score
- Comments should reference specific strengths or deficiencies in the proposal.
- Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.

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4. Key Evaluation Notes by Section

Organizational Capacity
Evaluate staffing, volunteer support, organizational structure, and experience delivering Home Delivered Meals or comparable in-home nutrition services.

Service Delivery Plan
Evaluate:

- Meal production, packaging, and delivery operations
- Delivery routes, schedules, and geographic coverage
- Menu planning and dietitian certification
- Emergency, holiday, frozen, and shelf-stable meal procedures
- Service continuity and fiscal year coverage, including management of OAA-funded meal allocations
- Procedures for managing and documenting waitlists and unserved demand for Home Delivered Meals

Eligibility, Registration, and Client Rights
Evaluate procedures for:

- Abbreviated Uniform Assessment Instrument (AUAI) / Uniform Assessment Instrument (UAI)
- Notice of Action
- Client rights notification
- Grievance handling and documentation

Outreach and Nutrition Education
Evaluate outreach to individuals with greatest economic and social need and the quality of nutrition education activities.

Data Management and Reporting

Evaluate KAMIS data entry practices, reporting timeliness, and internal data quality controls.

Coordination and Quality Assurance
Evaluate coordination with JAAA, customer satisfaction surveys, corrective action processes and coordination with JAAA and other service providers.

Budget and Financial Management
Evaluate:

- Financial stability and controls
- Funding sources and sustainability
- Fund management practices ensuring full-year service
- Match documentation and program income handling
- ensuring full-year service within the monthly reimbursement limitation (approximately 1/12 of annual allocation)

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5. Weighted Scoring and Totals

- Reviewers shall assign a raw score from 0–5 for each evaluation category. The raw score will be converted to a weighted score by dividing the raw score by 5 and multiplying by the maximum points available for that category. The final proposal score is the sum of all weighted category scores.
- Each section has a maximum weighted point value.
- Section scores are totaled to determine the final proposal score.
- Reviewers must verify:
    - All sections are scored
    - Totals are calculated correctly

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6. Reviewer Certification
Each reviewer must complete the Reviewer Certification and Signature section attesting that:

- The proposal was reviewed objectively
- Scores were based solely on proposal content
- No conflict of interest exists

Unsigned score sheets may be considered incomplete.

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7. Important Reminders

- Do not compare proposals to each other — score each independently.
- Do not adjust scoring criteria or point values.

- Do not request or consider information not included in the proposal.
- All score sheets are subject to audit and open records review.

Worked Scoring Example — OAA Title III-C(2) Home Delivered Meals

Example Section: Service Delivery Plan (20 Points Maximum)
Scenario:
The proposer clearly describes how home delivered meals will be provided up to five (5) days per week to eligible participants across the service area, including food preparation methods, delivery routes and schedules, menu planning with a registered dietitian, and holiday delivery adjustments. The proposal explains how meal production levels and funding will be managed to ensure OAA-funded Home Delivered Meals remain available for the full contract period and that allocated funds cover the entire fiscal year.
However:

- The description of how wait lists and unmet demand for Home Delivered Meals (including eligible individuals waiting for OAA-funded meals or receiving non-OAA funded meals) will be tracked and reported is brief.
- Procedures for unplanned service interruptions (e.g., weather, staffing shortages) are mentioned but lack operational detail.

Step 1: Assign Raw Score (0–5 Scale)

Score Consideration	Assessment
Meal service operations	Fully addressed
Site operations & staffing	Adequately addressed
Menu planning & certification	Fully addressed
Service continuity (full fiscal year)	Addressed
Unserved/underserved demand reporting	Limited detail
Service interruption procedures	Limited detail

Raw Score Assigned: 4 out of 5

Step 2: Apply Section Weight

- Section Weight: 20 points
- Raw Score: 4 / 5

Calculated Score:

$$(4 \div 5) \times 20 = 16 points$$

Step 3: Document Reviewer Comments

Example Reviewer Comments:
The proposal provides a clear and feasible plan for delivering Home Delivered Meals, including meal preparation, delivery logistics, menu certification, and service continuity throughout the contract period. The proposer demonstrates an understanding of fiscal year coverage for OAA-funded meals. Additional detail is needed regarding procedures for tracking and reporting Home Delivered Meals wait lists and for managing unplanned service interruptions.

Final Score for This Section:
16 / 20 points

Reviewer Tip
When scoring Home Delivered Meals proposals:

- Focus on meal delivery logistics, service continuity, and fiscal year funding coverage.
- Evaluate how wait lists are tracked, including both:
    - OAA-eligible individuals waiting for OAA-funded meals, and
    - OAA-eligible individuals receiving non-OAA funded meals.
- Look for clear procedures for emergency, weather-related, or staffing-related service disruptions.