

ATTACHMENT F

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

RFP – RESPITE SERVICES

**RATING SHEET:
REVIEW INSTRUMENT/CRITERIA**

BIDDER’S NAME: _____

SECTION I: The following items must all be checked ‘yes’ for the proposal to be considered.

Required Supporting Documents	YES	NO
1. Was the proposal emailed on time or the correct number of sealed proposals submitted by the March 05, 2026 deadline?		
2. Did the Bidder submit documentation and proof of entity (e.g. IRS 501(c)3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception?		
3. Did the Bidder include the names, addresses, and titles or representations of all owners or controlling parties of the organization, whether they are individuals, partnerships, corporate bodies, or subdivisions of the bodies?		
4. Did the Bidder attach a copy of its Certificate or License?		
5. Did the Bidder attach a Certificate of Workers’ Disability Compensation insurance coverage?		
6. Did the Bidder attach a Certificate of Professional Liability in the sum of not less than \$1 Million per Claim and \$1 Million annual aggregate?		
7. Did the Bidder attach a Certificate of General Liability Insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1 Million per occurrence and \$1 Million annual aggregate?		
	YES	NO
TOTALS		

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BIDDER'S NAME: _____

SECTION II: Each of the areas below have an identified max point value. Place score in the box on right.

Description	Strengths/Weakness	Score
1. Service List (5 points): list of services currently providing or have experience with and the name of the agency the service is being provided on behalf of (i.e.: Sanilac CMH, another CMHSP, or a home help provider).		
2. References (5 points): list of references (minimum 4) with company name, address, phone number, and contact person.		
3. Transition Plan (25 points): thorough transition plan with a timetable for achieving each step.		
4. Background Checks (15 points): detailed description of background checks conducted on staff and frequency.		
5. Rates and Expenses (20 points): monthly budget detail and program cost projections provided.		
6. Lawsuits, Litigation, or Sanctions (10 points): disclosure of any lawsuits, litigation, or sanctions whether awarded, enforced, or encumbered against or by the Bidder, agency, directors, owners, or employees within the past 10 years, as could relate to the provisions of potential contract.		
7. Qualifications and Experience (10 points): list of fiscal, information system, recipient rights, and other challenges (attachment B).		
8. Conflict of Interest Certification (5 points): completed and submitted.		
9. Affirmation and Certification (5 points): completed and submitted.		
TOTAL SCORE SECTION II (MAX 100 Points)		

ADDITIONAL COMMENTS:

REVIEWER SIGNATURE: _____ DATE : _____