



The following guidelines was approved at the May 16, 2022 Board of Commissioner’s meeting.

## **Aid to Non-Profit Organizations RESPONSIVE PROPOSAL REVIEW GUIDELINES**

The following guidelines are based on the American Rescue Plan Act of 2021- Assistance to Non-Profit Organizations Policy No. 10-2.10 as revised during the May 16 2022, Board of County Commissioner’s meeting.

NOTE: A Conflict-of-Interest Disclosure Form must be completed before the review process begins IAW the County’s Conflict of Interest Policy.

### **REVIEW GUIDELINES**

1. Minimum Requirement Review – Cumberland County Purchasing will conduct an initial screening to ensure the proposal is complete/responsive.
  
2. Programmatic Review – The ARP Staff Committee may designate a Panel to conduct a review; complete the ARPA Project Funding Eligibility Determination Form, analyze, and rank all proposals by using a scoring tool (Attachment A) based on the below criteria.
  - Amount of Funds Requested
  - Recovery Fund Eligible Category
  - Project Plan
  - Statement of Need
  - Link to COVID-19
  - Population Served
  - Results
  - Evaluation
  - Equity Impact
  - Project Partners
  - Organizational Capacity
  - Budget
  - Special Considerations
  - Federal, State or Local Assistance Related to COVID-19 previously applied for and/or received

3. Rankings along with the proposed funding requests and ARPA Project Funding Eligibility Determination Forms completed through page 6 will be submitted to the ARPA Program Manager to be prepped for presentation to the BOCC ARPA Committee at the next scheduled meeting.
4. The BOCC ARPA Committee members (who will be subject to completing the Conflict-of-Interest Disclosure Form IAW the County's conflict of interest policy) will take action to make recommendations for bid award based on the rankings provided by the ARPA Program Manager and overall total funding amount desired.
  - In anticipation of the bid award approval by the BOCC, the County Attorney's Office and finance staff will finalize the ARPA Project Funding Eligibility Determination Forms and will prepare contracts and/or subrecipient agreements IAW County Policy.
5. The BOCC ARPA Committee recommendations for bid award will be forwarded to the next scheduled meeting of the BOCC (who will be subject to completing the Conflict-of-Interest Disclosure Form IAW the County's conflict of interest policy) for bid award approval as a consent agenda item. At that meeting, the BOCC may take action to also designate contract/agreement signature authority to the County Manager to save time in the process of getting fully executed contracts/agreements in place.
6. If the BOCC does not designate contract/agreement signature authority, the contracts/agreements will be provided to the BOCC as a consent agenda item at a meeting after the contracts/agreements have been approved for legal sufficiency.
7. A bid award notification will be provided by purchasing staff to all proposal responders and will be posted on the County's website.

# ATTACHMENT A

## RFP FOR Aid to Non-Profit Organizations RFP-22-15-CTY

### Evaluation Sheet / Scoring Tool

<b>Entity Name</b>			
Amount of Funds Requested	\$		
Recovery Fund Eligibility Category	select one from drop down		
Project Partners	if yes, insert partners if no, insert "NA"		
Federal, State, or Local Assistance Related to COVID-19 previously applied for and/or received	yes/no (if yes, amount received) if no, insert "NA"	\$	
<b>MEASURE</b>	<b>NOTES</b>	<b>MAX POINTS AVAILABLE</b>	<b>POINTS ASSIGNED</b>
Project Plan Description		10	
Statement of Need		15	
Link to COVID-19		5	
Population Served		5	
Results		15	
Evaluation		15	
Equity Impact		15	
Organizational Capacity		10	
Budget	allowable/practical/reasonable	10	
Special Considerations		include points in measures above	
<b>TOTALS</b>		<b>100</b>	<b>-</b>