**Office of Homeless Services Request for Proposals for Homeless Street Outreach and Engagement, Housing Navigation, and Case Management**

**RFP OHS# 20-06**

RFP Evaluation Instructions

* The Evaluators are instructed not to discuss any part of the Proposals outside of the committee. Any questions must be addressed to the chairperson, Jose Sandoval Jose.Sandoval@dbh.sbcounty.gov or (909) 383-3978.
* Refer to the **RFP and** **RFP Scoring Rubric** for the description of the services requested for this RFP.
* Complete one scoring rubric for each Proposal.

**The EVALUATION PROCESS will be conducted as outlined below:**

* Each Evaluator will ***independently*** evaluate each Proposal in relation to the Evaluation Criteria and their professional expertise. Each Proposal shall be rated ***solely*** on the information contained within each Proposal – Do ***NOT*** assume something that is not contained in the Proposal.
* Evaluators need to write comments to justify the overall score for each category.
* **Upon completion of the evaluation, all documents (Proposals, RFP, Evaluation Guidelines, and Evaluation Scoring Sheets) shall be turned in to Jose Sandoval, Staff Analyst II, Contracts Administration, 303 East Vanderbilt Way, San Bernardino, no later than 2nd Evaluation date.**