

LCCMR 2010 Proposals – Member Scores Due by 12:00 PM on Friday July 24

2010 Proposals Received: Guide to Packet & Member Scoring Process

****ACTION REQUESTED: SUBMIT LIST OF TOP 50 SCORED PROPOSALS BY JULY 24****

As of the May 1 deadline for proposals, we received 238 proposals requesting a total of \$162,992,833. All proposals have been posted on the LCCMR website since mid-May (in order of category of submission and proposer's last name). On June 23 this list was updated and proposals are now listed within each funding priority category in rank order (highest to lowest) based on staff scoring (score is percentage of possible points) according to the RFP criteria.

This Packet includes:

1. This memo outlining proposals received and the proposed member scoring process
2. Staff scores handout #1 (white sheet): All proposals received sorted in funding priority category in rank order (highest to lowest) according to staff scoring
3. Staff scores handout #2 (yellow sheet): All proposals received sorted in *overall* rank order (highest to lowest) according to staff scoring
4. Overview handout with pie charts summarizing all proposals received by issue area, proposer affiliation, and area of impact
5. **[Action Item] Overview & Member Score Submit Form (also being sent electronically)**
6. Book of all 2010 proposals received including copy of 2010 RFP

STAFF SCORING & PROPOSAL PACKET

For each proposal received, staff deliberated and applied the seven criteria published on p.7 of the 2010 RFP:

- Add to the knowledge base and disseminate information
- Broad applicability with long term impacts having statewide or regional significance
- Innovation
- Leverage
- Measurable and demonstrated outcomes
- Partnerships
- Urgency

Staff scores are one tool for members to use in their own review and scoring process. Staff scores are presented as a percentage of points received out of total points possible. We applied the criteria cautiously according to the information provided in the proposal. We are providing two staff scores handouts listing all proposals received: (1) sorted in funding priority category in rank order (highest to lowest) according to staff scoring (white sheet) and (2) sorted in *overall* rank order (highest to lowest) according to staff scoring (yellow sheet). The proposal book contains the proposals grouped within funding priority categories/subcategories and then in rank order of staff scores from highest to lowest for each category (the same as staff scores handout 1 noted above).

Each proposal has been assigned a ID number consisting of a number and a letter/number indicator of the issue area category/subcategory the proposal is listed under (e.g. "001-A1", in which "001" is the proposal number and "A1" is the issue area category/subcategory). The ID number has no meaning or purpose other than easy reference.

As of June 23, eight proposals have been withdrawn from consideration. In many cases, this was because funding was secured from an alternate source during the legislative session. Withdrawn proposals remain on the proposal lists for reference, but actual proposals are no longer posted on the web and are not included in the proposal book.

A Few Notes on Staff Scoring:

All proposals were submitted under one of the funding priority categories listed in the RFP. Overall, some proposals respond better and more directly to a funding priority than others – nevertheless, except for those withdrawn, members are being provided with every proposal submitted. In order to line up similar proposals and ensure proposals were listed within the category staff felt was the best fit, some proposals were moved into a different funding priority category from which they were submitted under.

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Staff scoring is based on the best information staff has at this time. We are continuing to seek clarification and outside advice on some questions that arose for certain proposals during our review. However, in order to provide you with the proposals in the most expedient manner, the scores reflects the information analyzed to date.

PROPOSED MEMBER SCORING PROCESS

Members will score the proposals and then provide their results to staff by 12:00 PM on Friday, July 24. Staff will then compile all members results into a tool that can be used as a starting point for Commission discussion and proposal presentation selection on July 28. This allows a little over 4 weeks for proposal review. Staff are available to answer questions and/or seek additional information on any of the proposals.

The goal is that by the end of the meeting on July 28 the Commission will decide which proposals to invite in for presentations on September 22, 23, 29, and 30.

ACTION ITEM

The Proposed Scoring Process works as follows:

1. Members will individually evaluate and score each proposal based on the seven criteria published in the RFP (see criteria below).
2. By 12:00 PM on July 24 each member will submit a list to staff indicating their 50 highest scoring proposals (this deadline will ensure staff has adequate time to compile all members lists for Commission discussion on July 28). All that needs to be indicated in the list is that a proposal is amongst a member's 50 highest scores. No particular ranking or ordering of the proposals amongst the top 50 will be necessary.
3. Staff will compile the 50 highest scoring proposals of each member to create a list that ranks all proposals according to the number of members that scored a proposal within their top 50. Each proposal that scored in a member's top 50 will receive one point. Assuming all 17 members submit a list, proposals that scored in the top 50 of all 17 members would receive 17 points and would be listed first, next would be proposals that scored in the top 50 of 16 members, of 15 members, of 14 members, etc., on down to proposals that did not appear in the top 50 of any members.
4. The list of compiled results of all member scores will illustrate where collective agreement exists between members regarding the proposals of highest priority to invite in for presentations and keep under further consideration. This tool can be used as a starting point for discussion and presentation selection on July 28.

Evaluation and Scoring:

Members should use the seven criteria published on p.7 of the RFP as the basis for evaluating proposals:

- Add to the knowledge base and disseminate information
- Broad applicability with long term impacts having statewide or regional significance
- Innovation
- Leverage
- Measurable and demonstrated outcomes
- Partnerships
- Urgency

Using the criteria, members will determine their top 50 highest scoring proposals and submit that list to staff (no particular rank or order necessary). Lists can be submitted by calling, faxing, or emailing the LCCMR office. The list can be a list of the proposal numbers for your top 50 or you can complete and email the electronic version of the "Overview & Member Score Submit Form" spreadsheet (also being sent electronically). The electronic version of the "Overview & Member Score Submit Form" includes a counter at the top that indicates how many proposals you have selected.

For members wishing to use a scoring worksheet to assist them in determining their top 50 highest scoring proposals, there are multiple options. Staff can supply one of two worksheets already created or we can create an alternative worksheet based on any individual member's needs. One worksheet is based on assigning 10 points to each criteria with the option to evaluate based on the relevant 5, 6, or 7 criteria. The other worksheet is based on assigning a total score of 1(lowest) to 10 (highest) to each proposal. Both worksheets can be provided electronically or in hard copy; when used electronically both are set up to automatically calculate a percentage score for you.