

Application Evaluation Scoring Criteria: Overdose Fatality Review RFP

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations. Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

Rating Levels

Rating or Score	Description
Exceptional or 10	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; with innovative, exemplary, and sustainable approaches. No weaknesses identified.
Excellent - 9	Significantly exceeds all minimum requirements; demonstrates strong planning and high probability of success. No significant weaknesses.
Very Good- 8	Fully meets all requirements and, in some areas, exceeds them. Strong probability of success; minor weaknesses may exist but are easily correctable.
Good - 7	Meets most requirements and, in some areas, exceeds them. Strong probability of success; minor weaknesses may exist but are easily correctable.
Satisfactory - 6	Adequately meets the basic requirements; generally sound approach with a reasonable probability of success. Some moderate weaknesses that are correctable.
Fair - 5	Marginally meets minimum requirements; notable weaknesses exist that would require attention to ensure success.
Marginal - 4	Lacks some essential information; low potential for success; major revisions needed.
Poor - 3	Falls short of several key requirements; limited potential for success; major revisions needed.
Very Poor - 2	Fails to meet most requirements; serious weaknesses and very low likelihood of success.
Unsatisfactory - 1	Fails to meet minimum requirements; little or no likelihood of success; requires major revision to be acceptable.

Scoring Selection – Scored up to 100 points

Proposal Components	Possible Points
1. Attachment A - Executive Summary	10
2. Attachment A – Organizational Capacity	10
3. Attachment A – Project Design, Implementation, and Performance Measurement	40
4. Attachment A – Equity, Target Populations, and Cultural Competence	20
5. Attachment B - Workplan	10
6. Attachment C - Budget	10
Total:	100 points

Attachment A: Executive Summary (10 Points)

Criteria	Score (1 -10)
<p>The applicant organization clearly describes the following:</p> <p>Project goal(s)</p> <p>Anticipated number of individuals and organizations that will be directly participate in the OFR process and the populations and geographic areas of focus through this initiative.</p>	*

Attachment A: Organizational Capacity (10 Points)

Criteria	Score (1 -10)
Does the applicant clearly describe the outcomes they hope to achieve and provide a strong rationale for starting or continuing an Overdose Fatality Review (OFR), while also demonstrating the organizational capacity, experience, and structure needed to successfully implement the OFR project, including details about the lead organization’s history, geographic reach, staffing, and the frequency, format, and number of OFR sessions conducted or planned?	*

Attachment A: Project Design, Implementation, and Performance Measurement (40 Points)

Criteria	Score (1 -10)
The applicant organization demonstrates a clear and feasible plan to convene and coordinate a multidisciplinary Overdose Fatality Review (OFR) team, including dedicated staff time, strong leadership, and appropriate data management. The applicant identifies the individuals and organizations involved, specific roles in case review and development of actionable recommendations.	*
The applicant demonstrates a clear plan for establishing agreements or protocols to share OFR case information, ensuring confidentiality and compliance with all legal and regulatory requirements.	*
The applicant identifies potential challenges in initiating an OFR program and presents, thoughtful, feasible strategies, to address these challenges and ensure successful implementation.	*
The applicant presents a clear and realistic plan for sustaining the OFR program beyond the grant period, including strategies for maintaining staffing, funding, partnerships, data sharing agreements, ongoing case reviews and continued implementation of recommendations to support long-term cross-sector collaboration.	*

Attachment A: Equity, Target Populations, and Cultural Competence (20 Points)

Criteria	Score (1 -10)
The applicant demonstrates a comprehensive, trauma-informed approach to conducting OFRs, including strategies to engage families, individuals with lived/living experience, and community partners affected by overdose, substance use, or systemic inequities. The response clearly explains how the proposed activities incorporate cultural healing practices and address historical or community trauma.	*
The applicant clearly describes strategies for conducting OFRs with individuals, families, or community partners who speak languages other than English, demonstrating how they will ensure accurate communication, cultural understanding, and meaningful participation through approaches such as interpreters, bilingual staff, or culturally appropriate materials.	*

Attachment B: Workplan (10 Points)

Criteria	Score (1 -10)
Does the applicant define long-term goals and measurable objectives aligned with overdose-related priorities and target population outcomes, while presenting a clear OFR workplan with activities, anticipated outcomes, evaluation measures, timelines, responsible staff or partners, and strategies for tracking impact and data?	*

Attachment D: Budget Spreadsheet (10 Points)

Criteria	Score (1 -10)
The budget detail and justification clearly describe how funds will be used to support project goals and workplan activities, demonstrating that all expenses are reasonable, aligned with objectives, and based on a clear rationale.	*