

# Proposal Review

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Scoring Methods

Rubrics

Independent Review Panels





WISCONSIN BOARD FOR PEOPLE  
WITH DEVELOPMENTAL DISABILITIES

# Using a rubric

- Rubrics can provide a more equitable way of reviewing bids.
- Rubrics guide reviewers to focus on specific elements of the bid.
- The wording of your rubric items can change how reviewers score.
  - “The purpose/intent of the project is clearly defined.” – gives points for good writing but not necessarily strong ideas that will lead to outcomes.
- Consider making it clear which bid question ties to which rubric item

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# Using a rubric with weighted items

- This allows you to place more emphasis on certain criteria that are considered more important.
  - Give those elements more weight or more points
- Goal is to award points to aspects of the proposal that will have the most impact and to award fewer points to aspects that don't
- Respect the ability to tinker with the scoring instrument (adjusting weights, items to score)



# Rubric with weighted items

1		
2	<b>Base Score: Rate the applicant on a scale of 1-4 (1 being strongly disagree; 4 is strongly agree)</b>	
3	JUSTIFICATION: There are compelling reasons why the applicant is seeking grant funds.	
4	STATEMENT OF WORK: The applicant is clear about what they want to accomplish or how they will use the grant funds.	
5	IMPACT: The applicant's efforts will positively impact the community.	
6		<b>Total 0</b>
7		
8	<b>Priority Points (applicants who meet the priority areas)</b>	
9	TARGET COMMUNITY: The applicant's efforts will specifically impact an Asian community. Rate the applicant on a scale of 1-8 (1 = limited impact; 4 = moderate impact; 8 = high impact)	
10	DIVERSITY: The organization is at least 51% owned, managed, or controlled by a person who identifies as American Indian, Asian, Black, Hispanic or Latino, Native Hawaiian, LGBTQ+, or disabled. If the applicant answered "No" to Item 8 of the application, score 1. If they answered "Yes", score 4.	
11		<b>Total 0</b>
12		
13		<b>TOTAL SCORE (Base score + Priority points) 0</b>
14		
15	<b>Rate the applicant on a scale of 0-2 (0=not met or no experience, 1=partially met or limited experience; 2=met or lots of experience). NOTE: THE SCORES IN THIS SECTION ARE SEPARATE AND WILL NOT COUNT TOWARDS THE TOTAL SCORE ABOVE. These items help us understand their plans and their level of committment and experience. The applicant's answers to these questions can help us score the items above in green.</b>	
16	BUDGET: The applicant's project budget (including items purchased, activities and staff time, and estimated dollar amounts) is reasonable, allowable, and will enable them to	
17	EXPERIENCE: The applicant has some experience supporting families and children with disabilities and specifically Asian families.	
18	COMMITMENT: The applicant is clearly committed to supporting families and children with disabilities and specifically Asian families.	
19		<b>Total 0</b>

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# Using an Independent Review Panel

Texas  
Arizona

Panel members are typically not staff or members of the Council or affiliated with the applicants. This can minimize potential conflicts of interest.

The independence helps ensure impartial evaluation and selection of proposals based on their merits.





# Independent Review Panel

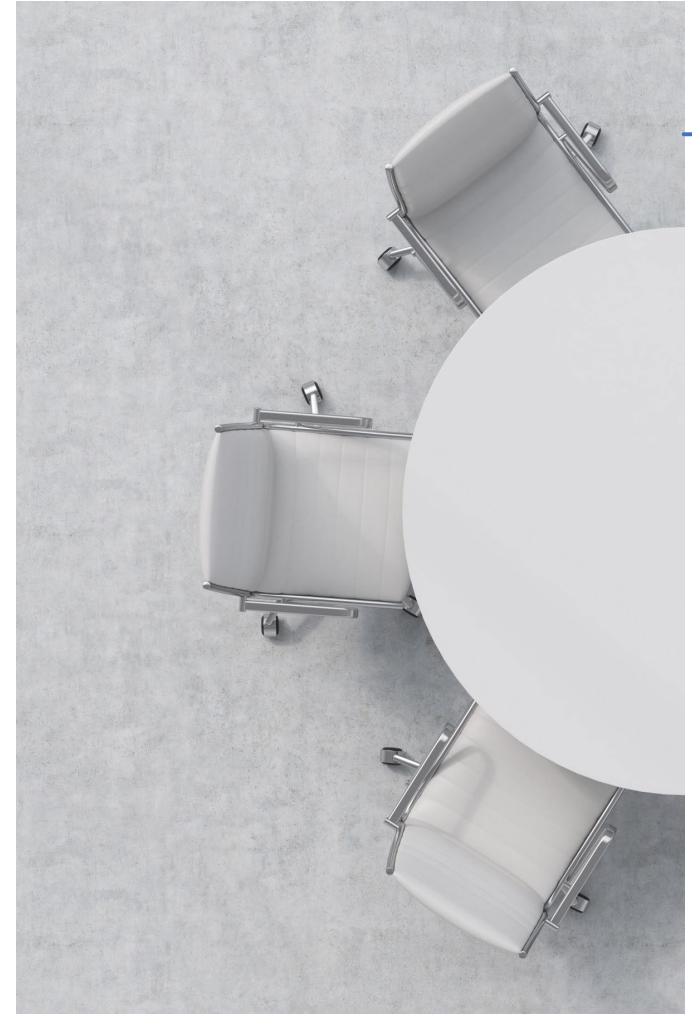
- External Peer Review Panel (3-5 members)
- Solicits for application panel reviewers (qualifications, signs NDA & COI, etc.)
- Application reviewed and approved by Council Executive Committee
- Individual member review and comments (no scores)
- Face-to-face peer review meeting
- Internal staff reviews applications – individual review and comment; in person meeting to review staff and external review panel strengths and weaknesses
- Application summaries to Council



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## Arizona Council: Process for Independent Review:

- Per our grant statute, all applications shall be reviewed by an outside panel.
- Staff determines the number, usually 3-5 experts & they serve as volunteers. We consider family members, self-advocates, and community partners.
- They attend a mini-training with staff to review the bid, understand the rules of being an evaluating, and to review the evaluation process.
- Staff, provides TA during formal discussions, but are not voting members.
- The independent review panel provides a recommendation to the Council of who to award/not to award, based on the evaluation criteria.
- The Council will discuss and vote on their recommendations before any contract is finalized.



# Overall Review Recommendations



Clear, easy to understand instructions



Anonymous review



Avoid peer influence



Minimum and maximum scores