

GVSU RFP 223-16 SBDC Regional Host Evaluation Sheet

APPLICANT ORGANIZATION:

PERSON SCORING:

DATE:

Criteria	Points	Score	Comments
<p>HOST ORGANIZATION</p> <p>Host organization's focus, history and success in economic development activities; organization's alignment with SBDC program; extent to which the organization has ongoing related business assistance programs.</p>	Up to 15		
<p>SBDC STRUCTURE AND MANAGEMENT</p> <p>Adequacy of proposed SBDC structure, program management and qualifications of programmatic personnel; knowledge and expertise of proposed staff, subcontractors and consultants in small business assistance.</p>	Up to 20		
<p>FISCAL COMPLIANCE</p> <p>Organization's accounting and grant compliance systems; prior experience with federally funded programs; accounting department's background in fund accounting; prior successful experience tracking cash match, in-kind match and program income.</p>	Up to 20		
<p>FINANCIAL STABILITY</p> <p>Organization is well positioned to provide matching funds for SBDC; capacity for growth; long-term sustainability of organization is not in question.</p>	Up to 20		
<p>SBDC SERVICE DELIVERY</p> <p>Quality and thoroughness of SBDC Service Delivery plan; variety and appropriateness of topics to local business needs; effective use of resources; focus on services producing measurable economic results; appropriate partnerships that will specifically enhance the SBDC service offering; special expertise in any of Norcal SBDC's specialty program areas; expertise serving underserved subsets of the general business population; ability to start up SBDC in reasonable timeframe.</p>	Up to 25		
<p>Subtotal</p>	Up to 100		
<p>Additional points for cash match above 60%.</p> <p>61% cash match up to 75% cash match: 5 extra points</p> <p>76% cash match up to 90% cash match: 10 extra points</p> <p>91% cash match up to 105% cash match: 15 extra points</p> <p>106% cash match up to 120% cash match: 20 extra points</p> <p>121% cash match and above: 30 extra points</p>	Up to 30		

Total Points Possible	Up to 130		
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REQUIREMENTS

Applicant Eligibility

Qualified to conduct business in the State of Michigan

In good standing with the Secretary of State

Not been debarred or had contracts terminated by the federal government, State of Michigan or local government

Have accounting processes and prior experience necessary to manage and report on federally funded programs/activities in accordance with federal OMB circular requirements; and are NOT for profit businesses

Located in the SBDC service territory or have a satellite office located within the region .

If a city or municipality is applying to host an SBDC that delivers services beyond its geographic borders, the bidder must have the authority to work outside these boundaries. If a portion of the required match funding is restricted for use within the host's boundaries, there must be assurances made that other non-restricted match funding is also available and plentiful enough to serve the entire geographic area within the proposal.

Funding Requirements

Cash outlay must not include other Federal funds (except for CDBG funding), indirect costs, in-kind contributions, or program income derived from activities supported in whole or in part with Federal or match funds

Applicants must have cash on hand to account for quarterly invoicing with net 60 days for payment (from the point of invoice and support paperwork approval).

Scope of Work Mandatory Services

Consulting

Capital Access Assistance

Client Activity and Performance Tracking

Staffing

Training