

**NORTHCARE NETWORK - SUBSTANCE ABUSE PREVENTION SERVICES
REVIEWER'S CHECKLIST
FY 2025 RFP**

Applicant: _____ Reviewer: _____ Total Score: _____ of 1,100

REQUIRED COMPONENTS	Total points	
MINUS 50 POINT FOR EACH MISSING COMPONENT	Deductions	
	Allowable	150
Cover Sheet, Current Staff List, Prevention FTE Detail		
Plan Summary (Program), Coalition Action Plan Summary (Coalition)		
Program Budget Detail per county, Program Budget Summary total by agency		
Youth Access to Tobacco Planning Chart (if applicable)		
Comments:		

LICENSING/CERTIFICATION	Total points	
MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS	Deductions	
	Allowable	100
Does program have current CAIT license		
All prevention staff are certified/have MCBAP development plans in place		
Comments:		

BUDGET REQUIREMENTS	Total points	
MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS	Deductions	
	Allowable	150
Staff FTE consistent with FTE Detail		
Proposed programming accurately reflected in costs		
Indirect costs allowable and appropriate documentation included		
Comments:		

PROGRAM REQUIREMENTS	Total points	
MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS	Deductions	
	Allowable	250
MOUs included		
Programming consistent with population		
FTE Detail includes complete information regarding county, school, referral source, etc		
Travel consistent with location of provider and program site		
Agency works collaboratively with other prevention providers		
Comments:		

PAST PERFORMANCE – PROGRAMMING	Total points	
MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS	Deductions	
	Allowable	150
MPDS data entered according to contract		
Quarterly reports submitted timely		
Progress toward programming for FY24 plan on track		
Comments:		

PAST PERFORMANCE – COALITION (SCORE ONLY IF REQUESTING FUNDING FOR COALITION COORDINATOR)	Total points	
MINUS 50 POINT FOR EACH MISSING OR DEFICIENT REQUIRED COMPONENTS	Deductions	
	Allowable	300
Coordinators are attending required coaching calls		
Following coalition model with fidelity – including regular workgroup meetings with member participation		
Coordinator submits workgroup agendas/minutes regularly to NorthCare Network via Google Drive		
Minutes reflect member participation		
Milestones & Benchmarks scored appropriately		
Action plan is current		
Comments:		