



RFQ EVALUATION FACTOR SCORING SHEET

Using the table below, provide a list of the evaluation factors used in scoring the procurement, the total number of points available for each factor, and the number of points awarded to each respondent for each evaluation factor. The total number of points awarded to each respondent should be provided at the bottom of this table. This scoring sheet must be submitted to the Personal Service Contract Review Board with contracts that use an RFQ as a procurement method. If sub-categories are utilized in addition to the required factors below, a definition of the evaluation factor(s) and an explanation for the assigned weight(s) should be provided as well.

Specialized Treatment Facility – MH Psychiatric Nurse Practitioner Contract				Respondents / Points Awarded		
List of Evaluation Factors	Definition of Factors	Weight of Factor (percentage)	Explanation of Weight Assigned			
Credentials	NP License – State of MS	30%	Valid unrestricted MS Nurse Practitioner license			
	DEA Registration Certificate	10% per factor	Valid unrestricted DEA registration certificate			
	AANP and/or ANCC Certificate		Valid certificate			
Experience	Previous experience with inpatient adolescent psychiatric hospital or program	40% 2 points per year	Experienced in treating adolescents with mental illness in an inpatient setting			
Interview	Presentation and answers to questions regarding medical practice: licensure, discipline or negative reports of practice, professional liability insurance, knowledge of regulatory agency standards	30% 5% per factor	Maintains current/valid license, in good standing with current privileges with no discipline or denial of privileges, maintains professional liability insurance coverage with appropriate limits, and familiar with regulatory agencies' standards			
Total Points Awarded						



Personal Service Contract Review Board
Form PSCRB-008
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