

Scoring Rubric Call For Facilitator and Trainer Proposals (CFFTP) for Leadership Development Workshop,#CFFTP-2024.2025-0001

Presenter Name	
Topic Category	
Presentation Title	
Evaluator--Assigned Number:	Eval_01
Date Completed	

<u>Minimum Requirements</u>	<u>Criteria</u>	Response (Y/N)	Fatal Error
Respondent submits a timely proposal using the Required Application Template on or before the due date/time (9:00 AM, 11/04/24)	Controlled by JotForm. The system will not allow late proposals		N
Respondent submits a complete proposal using the Required Application Template	Controlled by JotForm. The system will not allow incomplete proposals		N
Years Experience providing training for selected topic or conference facilitation	Respondent has at least five (5) years experience conducting professional training or workshop facilitation services to non-profit leadership teams		N

<u>Proposal Element</u>	<u>Criteria</u>	Eligible Points	Assigned Points (Do <u>not</u> use decimals)
Credentials	Credentials support the Respondent's expertise in the training topic or workshop facilitation. Respondent uploads certifications that demonstrate their expertise	5	

Proposal Element	Criteria	Eligible Points	Assigned Points (Do <u>not</u> use decimals)
Years Experience providing training for selected topic or conference facilitation	Respondent provides the number of years they have been conducting training or workshop facilitation services to non-profit leadership teams Respondent provides specific examples of the training they have conducted in the past three years, including the topics they most frequently train or facilitate	5	
Primary Presentation Method	Presentation Method will be effective for the proposed topic.	5	
Facilitator Methodology or Trainer's Workshop Summary	Summary provides a clear overview of the presentation and how it supports the Leadership Development Workshop theme for the proposed topic.	15	
Workshop or Facilitation Goals	Presentation goals includes three (3) take-aways that will transfer to the ELC's Leadership's development and daily work.	20	
How Presenter Will Keep the Audience Engaged	Proposal includes effective strategies that will maintain the interest of workshop attendees and engage their active participation.	20	
Workshop Takeaways	Proposal clearly describes 1) materials (handouts, learned skills, etc., that the Leadership Team will receive from participating in the training.	15	

Proposal Element	Criteria	Eligible Points	Assigned Points (Do not use decimals)
Facilitator or Trainer Fee (Quote)	Fee is reasonable for the proposed presentation and amount of time, resources, and expertise/knowledge required to effectively present topic. Proposer provides a discount in Column B and a reduced Trainer/Facilitator Quote in Column C.	15	
	Totals*	100	0
Preference Points*	Preference Points only awarded to Eligible Proposals where the 1) Selected Topic Category begins with "Primary" <u>and</u> the Proposal has an average score ≥ 70 points	15	