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Series C: Council for Initiatives in Jewish Education (CIJE). 1988–2003.

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"Document #5: Proposal Review Process", undated.

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## LEAD COMMUNITIES

A Project of the  
Council <sup>for</sup> ~~on~~ Initiatives in Jewish Education

DOCUMENT #5: PROPOSED REVIEW PROCESS

### Introduction

The outline that follows describes a two-stage process for selecting Lead Communities:

- 1) Short preliminary proposals: these are read and discussed by review panels for input into the decisions on finalists; decisions on finalists are made by the Lead Communities Committee of the CIJE Board; and
- 2) Final proposals: evaluation teams read proposals and visit each of the finalist cities; final decisions on lead community selections are made by the full CIJE Board, based on recommendations by its Lead Communities Committee.

The timetable assumes that guidelines, incorporating changes indicated by the CIJE Board of Directors at its mid-January meeting, will be released by the end of February/first of March. Lead community selections will be announced by the end of August.

The process allows:

- 6 weeks for applicants to prepare preliminary proposals
- 6 weeks for finalists to prepare final proposals
- 6 weeks for preliminary proposal review and decisions
- 8 weeks for finalist review and decisions

## Release of Guidelines and Preliminary Proposal Preparations

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long</u>
1. Guidelines for proposals released	CIJE staff/consults	Feb 28 (Fri)	
2. Bidders teleconference	CJF Telecon network	March 10	2 hours
3. Review panel members selected and briefed	CIJE staff/consults	March 31	2 - 4 wks
4. Panel review schedule finalized	CIJE staff/consults and panelists	April 6	
5. Preliminary Proposals due	LC Applicants	April 9 (Thur)	6 wks



## Preliminary Proposal Review

**NOTE:**

- Assumes between 15 and <sup>20</sup>~~25~~ respondents to RFP.
- Each of 3 panels will read <sup>6</sup>~~7~~ to 12 proposals.
- Each panel includes 4 people:
  - 2 educators
  - 1 communal professional/planner
  - 1 CIJE staff/consultant

CIJE pre-appoints chair.

(X)  
(X)

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long (wks)</u>
1. Checklist review . Notify LC of gaps	CIJE staff/consults	April 14 (Tue)	1/2 week
2. Mail proposals to reviewers	CIJE staff/consults	April 15 (Wed)	Overnight
3. Brief written status report mailed to LC committee of CIJE Board	CIJE staff/consults	April 17 (Fri)	
4. Panel members read proposals	Panelists	April 27 (Mon)	1.5 weeks
5. Members forward score sheets /comments to CIJE for compilation. Includes: . Recommendeds, ranked with concerns/issues . Rejects (with reasons)	Panelists	April 28	Overnight
6. CIJE compiles score sheets /comments, and holds tele- conference with each panel	CIJE/Panel	May 6	1 week

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long (wks)</u>
7. CIJE staff ranks proposals and forwards recommendations to LC committee of CIJE Bd	CIJE staff	May 14 (Thur)	1 week Overnight
8. LC committee makes decisions on finalists	LC committee (Team leaders attend as resource)	May 19 (Tues)	
9. Announcements of finalists	CIJE staff/consults	May 21 (Thurs)	



### Final Proposal Preparation

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long (wks)</u>
1. Guidelines, forwarded to each finalist	CIJE staff/consults	May 21 (Thur)	2 days
Cite specific gaps, issues, concerns; forward to each finalist	CIJE staff/consults	May 27 (Wed)	1 week
2. Site visit evaluation teams organized & scheduled	CIJE staff	June 15 (Mon)	3.5 weeks
3. Final proposals due	LC finalists	July 2 (Thur)	6 weeks



## Final Proposal Review

### NOTES:

- Members of review panels for preliminary proposals will serve as core members of site visit teams to Lead Communities finalists.
- Mix and match teams for finalist site visits; site visit evaluators as a rule will visit 2 or 3 sites. Each site evaluation team includes 3 people. At an average of 2 to 3 sites/person means 10-12 people. A CIJE staff person/consultant will serve on each team.
- Others may be added based on specific characteristics or claims of individual finalists.

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long (wks)</u>
<b>A. Proposal Review</b>			
1. Checklist review <ul style="list-style-type: none"> <li>. Identify gaps, concerns, issues</li> <li>. Notify LC of gaps</li> </ul>	CIJE staff	July 7 (Tues)	1/2 week
2. Mail proposals with CIJE comments to site evaluation teams  Site visit protocol included with packet	Mailed by CIJE staff July 7  Core panelists read all materials;  Other site evaluators review for their sites		Overnight
3. Teleconference prior to site visit	Each site visit team	July 14 (Tues)	1 week

<u>What</u>	<u>Who</u>	<u>When (End date)</u>	<u>How Long (wks)</u>
<b>B. Site Visits</b>			
4. Visits to LC finalist sites	Evaluation teams	July 31 (Fri)	2 days/each 2.5 weeks for all
5. Prepare site visit reports (Mostly checklist format) with recommendation	Team Leader	Aug 4 (Tues)	End of visit
<b>C. Deliberations/Decisions</b>			
6. Core panel review, at CIJE offices . Recommendeds, ranked with concerns/issues . Rejects (with reasons)	Core panel, CIJE staff/consults	Aug 5-6	(2 day review meeting)
7. CIJE compiles recommendations /comments, and forwards to CIJE board	CIJE staff/consults	Aug 7 (Fri)	Overnight
8. LC committee meets to review recommendations	LC committee	Aug 13 (Thur)	
9. Recommendation package forwarded to CIJE Board	CIJE staff/consults	Aug 19 (Wed)	
10. CIJE Board makes final decisions	CIJE board	Aug 26 (Wed)	
11. Announcements/award notifications	CIJE staff/consults	Aug 31	