

REQUEST FOR PROPOSAL (RFP) RATING AND EVALUATION FORM

TO

PROVIDE TANF YDP YOUTH PROGRAM SERVICES

Proposer	Rater's Name
Proposed Program/Service	Date Rated

POINTS SUMMARY

Evaluation Sections	\$1	\$2	\$3	\$4	\$5	\$6	\$7	Total
Ratings								
Possible Points	10	15	20	10	10	15	20	100

TOTAL RFP POINTS: _____

Rater Sign in Appropriate Box	
Proposal Recommended for Funding	
Proposal Not Recommended for Funding	

Section 1: Organization Information	10 Points
Proposer describes a program that will benefit local area youth and an organizational structure that can deliver the services. Considerations: • Cover Sheet completed • Executive Summary indicates services to a TANF YDP targeted youth population • Organization has been in existence for at least two (2) years in the U.S. • Type of entity • Proposer indicated whether any funds have ever needed to be paid back, a petition for bankruptcy been filed, or one of its officers been indicted for a crime involving fraud, embezzlement, theft or conversion, including an explanation if affirmative. • Proposer's major line of business is the delivery of workforce services to youth.	Max. Points 10
Application Cover Sheet, Executive Summary & Application Section 1	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

Section 2: Experience and Past Performance		20 Points
a. Proposer has the experience and can deliver the required performance. <u>Considerations:</u> - Proposer is currently providing program services to youth locally. - Proposer has met performance metrics applicable to the program they operate. - Proposer has TANF YDP youth. - Proposer has experience with the specific activities they are proposing per responses to the activities listed in Question 2.10. Note: If public secondary proposing recruitment activities will only be outreach and recruitment they should receive full scores. Application Questions: Section 2	Max. Points 10 Rater's Points _____	
b. Proposer is a local community-based organization, local public educational entity, local health organization, employer located in the Lehigh Valley or other local organization currently serving non-TANF YDP youth.	Must Award 10 Points Rater's Points _____	

TOTAL POINTS THIS SECTION A + B (MAX 20 POINTS): _____

Staff Comments:

Questions for the Rating Committee to Consider:

Section 3: Program Design	20 Points
Proposer reflects capacity to provide successful delivery of proposed services and achievement of desired program outcomes. Considerations: • Full points for Public School System Recruitment and Outreach Question 3.1. • Flow chart of activities is reasonable based on services proposed. • Organization Chart is attached and corporate (where applicable) and local staff support is reasonable. • Schedule for program activities appears sufficient to impart value to youth who participate. • Youth will receive an internship. • Description of program activities will result in a credential and or job for the youth. • Organization proposing summer program can deliver all elements.	Max. Points 20
Application Section 3 and Section 3, Questions 3.2 through 3.6 for other than Public School System Recruitment	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

Section 4: Case Management and Counseling	15 Points
Proposer's describes a comprehensive, holistic approach to case management employment and counseling, including employability skills training, if applicable. Considerations: • Case manager-participant ratio seems reasonable to provide services to a vulnerable population. • Staff education and experience will result in competent case managers. • Staff training and development will assure quality and regulatory compliant services. • Monitoring processes will assure proper case management and documentation. • Case manager responsibilities appear reasonable to assist youth in achieving program outcomes. • Approaches to special populations will be effective. • Counseling strategies and tools described to advise youth about barriers that can affect their success and their method of implementation.	Max. Points 15
Application Section 4	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

Section 5: Placement and Retention	10 Points
Proposer staff have the experience and background to assist in recruitment, development of internships, match youth to internships and assure placement into unsubsidized jobs upon program exit. Considerations: • Education, experience and duties are appropriate for job development staff • Activities assigned to job development staff will result in desired performance • Virtual arrangements for work experience will be effective • Procedures will be in place to assure the integrity of youth time and attendance when assigned to an internship • Internships will be related to youth career interests • Apprenticeship placements will be encouraged	Max. Points 10
Application Section 5	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

Section 6: Performance	15 Points
Proposer's strategies to attain performance will be effective. Considerations: • Youth outcomes are integrated in proposer's program design. • Youth incentive plan designed to encourage program participation, reach program goals and retention. • Internal monitoring protocols for fiscal and program operations are outlined, including the frequency of such monitoring. • Ability to rectify findings from external program monitoring in a timely manner. • Description of record keeping system and elements contained in each record detailing services received and attendance, fiscal records, invoice documentation, and staff time are sufficient.	Max. Points 15
Application Section 6	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

Section 7: Fiscal Contract and Budget Information	20 Points
Proposer's budget is reasonable for services being proposed, there is no hidden overhead. Considerations: • No disclosed conflicts. • Staff fringe benefits are reasonable. • Budget is on WBLV forms. • Proposer's pay and classification schedule is enclosed. • Program Budget Summary is completed and budget costs appear reasonable, including staff costs. • Per participant cost is indicated. • If proposer is a for profit, profit is reasonable. • No equipment, materials or supplies will be purchased from a related affiliate or subsidiary company. • Organizational Cost Allocation Plan and its methodology described. • If current contractor, for budget line items fluctuating greater than 5% than past year, an explanation is provided. • A cost allocation plan is attached. • All overhead has been detailed in the budget.	Max. Points 20
Application Section 7 and completed budget forms	Rater's Points _____

Staff Comments:**Questions for the Rating Committee to Consider:**

RFP – TOTAL POINTS: _____