



**REQUEST FOR QUOTES (RFQ)
RATING AND EVALUATION FORM**

TO

PROVIDE WIOA ONE-STOP OPERATOR SERVICES

Proposer	Rater's Name
Proposed Program/Service	Date Rated

POINTS SUMMARY

RFQ Sections	§1	§2	§3	§4	Total
Ratings					
Possible Points	25	25	25	25	100

TOTAL RFP POINTS: _____

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

One-Stop Operator Qualifications and Administrative Compliance	25 Points
<p>Proposer has sufficient qualifications to conduct the scope of services and satisfy these deliverable, so that as to fulfill the role of a coordinator among the One-Stop Partners.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Proposer met the following required elements: <ul style="list-style-type: none"> ○ Executive Summary shows an understanding of the OSO role ○ Understands the type of coordination that must be facilitated. ○ Is an eligible entity that can respond to the RFQ. ○ The resume of the individual who will serve as the One-Stop Operator is included and indicates the proposed One-Stop Operator has the appropriate background and experience to serve as the One-Stop Operator. ○ Can provide a single staff person that can be identified as the One-Stop Operator will be assigned full-time to the one-stop and will be housed in the PA CareerLink® Lehigh Valley, and who can be held accountable for accomplishing the outline deliverables and tasks. ○ Has an appropriate level of education with a concentrations in Human Services, Communications, Project Management, Business Operations, or a related field. ○ Has a history of demonstrated effectiveness and provided two (2) examples. ○ Has experience in public relations, mediation, and/or negotiation. ○ Has experience in relationship building and in bringing disparate groups together, facilitating agency interactions where the goals and objectives may be similar, but do not directly align. ○ Proposer submitted the proposal with a cover letter on proposer's letterhead. ○ Conflict of Interest form is signed. ○ References were provided, if applicable. ○ Organizational Chart attached, if applicable. ○ All required attachments were included. 	Max. Points 25
Section 1: Qualifications for the One-Stop Operator Section 2: One-Stop Operator Duties and Responsibilities	Rater's Points _____

Comments:

One-Stop Operator Duties and Responsibilities	25 Points
<p>Proposer sufficiently addressed how to accomplish their duties and responsibilities.</p> <p>Considerations:</p> <ul style="list-style-type: none"> Proposer states how they will accomplish one-stop delivery system duties and responsibilities, which includes the following elements: <ul style="list-style-type: none"> Proposer's activities during the first ninety days following contract execution seem to be appropriate and are likely to be effective. Proposer's plan to work with the one stop partners to assist them in meeting performance seems reasonable. Proposer's plan to engage one-stop partner line staff to cross refer and/or dual/co-enroll participants seems reasonable. Proposer has described three relationship building activities that will assist in integrating one-stop partner programs. Demonstration of continuous improvement principles, which include the iterative process of "Plan, Do, Check, Act". Proposer included a Project Plan which seems reasonable. 	Max. Points 25
Section 3: One-Stop Operator Deliverables	Rater's Points _____

Comments:

One-Stop Operator Deliverables	25 Points
<p>Proposer sufficiently addressed expected One-Stop Operator deliverables.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Proposer's statement regarding how they will accomplish each deliverable, includes the following elements: <ul style="list-style-type: none"> ○ Modification of the required One-Stop MOU and infrastructure agreement with the One-Stop Partners. ○ Continuous improvement of the One-Stop Partner coordination of services through the one-stop delivery system in areas like customer satisfaction and integration and coordination of services for participants. ○ Working with each One-Stop Partner to develop a process for referring participants. ○ Addressing accessibility and equal employment opportunity requirements. ○ The report headings indicate the appropriate information will be transmitted to the WBLV Board. ○ Proposer's description of success for the One-Stop Operator is aligned with the WBLV's vision of success. 	Max. Points 25
Section 3: One-Stop Operator Deliverables	Rater's Points _____

Comments:

One-Stop Operator Cost	25 Points
<p>Proposer's compensation is reasonable, according to their qualifications, such as experience, skill, abilities, and education.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Proposer's cost seems reasonable. • The number of hours a week proposer will dedicate to this endeavor is reasonable for the cost proposed. • If proposer for-profit entity, profit is separately stated and does not exceed eight percent (8%) or proposer is a professional organization charging an hourly rate that compared to other usual and customary rates in the community is reasonable. • Other than public or not-for-profit organizations the quoted rate is an inclusive rate. 	Max. Points 25
Section 4: Proposed Cost Schedule Proposer's Budget	Rater's Points _____

Comments:**RFQ TOTAL POINTS: _____**