



**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><u>Considerations:</u></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. 	<p>Max. Points 25</p>
<p>Section 1: Qualifications for the One-Stop Operator Section 2: One-Stop Operator Duties and Responsibilities</p>	<p>Rater's Points _____</p>

Comments:

One-Stop Operator Duties and Responsibilities	25 Points
<p>Proposer sufficiently addressed how to accomplish their duties and responsibilities.</p> <p><u>Considerations:</u></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. 	<p>Max. Points 25</p>
<p>Section 3: One-Stop Operator Deliverables</p>	<p>Rater’s Points _____</p>

Comments:

One-Stop Operator Deliverables	25 Points
<p>Proposer sufficiently addressed expected One-Stop Operator deliverables.</p> <p><u>Considerations:</u></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. 	<p>Max. Points 25</p>
<p>Section 3: One-Stop Operator Deliverables</p>	<p>Rater's Points</p> <p>_____</p>

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><u>Considerations:</u></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. 	<p>Max. Points 25</p>
<p>Section 4: Proposed Cost Schedule Proposer's Budget</p>	<p>Rater's Points _____</p>

Comments:

RFQ TOTAL POINTS: _____