



**REQUEST FOR PROPOSAL (RFP)
RATING AND EVALUATION FORM**

TO

PROVIDE 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.	
<p>Considerations:</p> <ul style="list-style-type: none"> • Cover Sheet completed. • Executive Summary indicates services to a WIOA or 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	15 Points
a. Proposer has the experience and can deliver the required performance.	Max. Points 10
<p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer is currently providing program services to youth locally. • Proposer has met performance metrics applicable to the program they operate. • Proposer has served WIOA youth. • Proposer has experience with the specific activities they are proposing per responses to the activities listed in Question 2.10. 	
<p>Note: If public secondary proposing recruitment activities will only be outreach and recruitment they should receive full scores.</p>	Rater's Points _____
Application Questions: Section 2	
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 5 Points Rater's Points _____

TOTAL POINTS THIS SECTION A + B (MAX 15 POINTS): _____

Staff Comments:

Questions for the Rating Committee to Consider:

Section 3: Program Design	20 Points
<p>Proposer reflects capacity to provide successful delivery of proposed services and achievement of desired program outcomes.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • 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	10 Points
<p>Proposer's describes a comprehensive, holistic approach to case management employment and counseling, including employability skills training, if applicable.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • 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. 	<p>Max. Points 10</p>
Application Section 4	Rater's Points _____

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

Section 5: Placement and Retention	10 Points
<p>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.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • 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
<p>Proposer's strategies to attain performance will be effective.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Youth outcomes are integrated in proposer's program design. • Youth incentive plan designed to encourage program participation, reach program goals and retention. • Proposer has a plan to meet the six (6) WIOA youth performance measures. • 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. 	<p>Max. Points 15</p>
Application Section 6	Rater's Points _____

Staff Comments:

Questions for the Rating Committee to Consider:

Section 7: Fiscal Contract and Budget Information	20 Points
<p>Proposer's budget is reasonable for services being proposed, there is no hidden overhead.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • 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: _____**