



**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                       |
|---|---------------------------------|
| <p>Proposer describes a program that will benefit local area youth and an organizational structure that can deliver the services.</p> <p><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Cover Sheet completed.</li> <li>• Executive Summary indicates services to a WIOA or TANF YDP targeted youth population.</li> <li>• Organization has been in existence for at least two (2) years in the U.S.</li> <li>• Type of Entity.</li> <li>• 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.</li> <li>• Proposer's major line of business is the delivery of workforce services to youth.</li> </ul> | <p>Max. Points<br/>10</p>       |
| Application Cover Sheet, Executive Summary & Application Section 1  | <p>Rater's Points<br/>_____</p> |

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

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

**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><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Full points for Public School System Recruitment and Outreach Question 3.1.</li> <li>• Flow chart of activities is reasonable based on services proposed.</li> <li>• Organization Chart is attached and corporate (where applicable) and local staff support is reasonable.</li> <li>• Schedule for program activities appears sufficient to impart value to youth who participate.</li> <li>• Youth will receive an internship.</li> <li>• Description of program activities will result in a credential and or job for the youth.</li> <li>• Organization proposing summer program can deliver all elements.</li> </ul> | <p>Max. Points<br/>20</p>       |
| <p>Application Section 3 and Section 3, Questions 3.2 through 3.6 for other than Public School System Recruitment</p>  | <p>Rater's Points<br/>_____</p> |

**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><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Case manager-participant ratio seems reasonable to provide services to a vulnerable population.</li> <li>• Staff education and experience will result in competent case managers.</li> <li>• Staff training and development will assure quality and regulatory compliant services.</li> <li>• Monitoring processes will assure proper case management and documentation.</li> <li>• Case manager responsibilities appear reasonable to assist youth in achieving program outcomes.</li> <li>• Approaches to special populations will be effective.</li> <li>• Counseling strategies and tools described to advise youth about barriers that can affect their success and their method of implementation.</li> </ul> | <p>Max. Points<br/>10</p>          |
| Application Section 4   | <p>Rater's Points</p> <p>_____</p> |

**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><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Education, experience and duties are appropriate for job development staff</li> <li>• Activities assigned to job development staff will result in desired performance</li> <li>• Virtual arrangements for work experience will be effective</li> <li>• Procedures will be in place to assure the integrity of youth time and attendance when assigned to an internship</li> <li>• Internships will be related to youth career interests</li> <li>• Apprenticeship placements will be encouraged</li> </ul> | <p>Max. Points<br/>10</p>          |
| Application Section 5   | <p>Rater's Points</p> <p>_____</p> |

**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><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Youth outcomes are integrated in proposer's program design.</li> <li>• Youth incentive plan designed to encourage program participation, reach program goals and retention.</li> <li>• Proposer has a plan to meet the six (6) WIOA youth performance measures.</li> <li>• Internal monitoring protocols for fiscal and program operations are outlined, including the frequency of such monitoring.</li> <li>• Ability to rectify findings from external program monitoring in a timely manner.</li> <li>• 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.</li> </ul> | <p>Max. Points<br/>15</p>          |
| Application Section 6   | <p>Rater's Points</p> <p>_____</p> |

**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><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• No disclosed conflicts.</li> <li>• Staff fringe benefits are reasonable.</li> <li>• Budget is on WBLV forms.</li> <li>• Proposer's pay and classification schedule is enclosed.</li> <li>• Program Budget Summary is completed and budget costs appear reasonable, including staff costs.</li> <li>• Per participant cost is indicated.</li> <li>• If proposer is a for profit, profit is reasonable.</li> <li>• No equipment, materials or supplies will be purchased from a related affiliate or subsidiary company.</li> <li>• Organizational Cost Allocation Plan and its methodology described.</li> <li>• If current contractor, for budget line items fluctuating greater than 5% than past year, an explanation is provided.</li> <li>• A cost allocation plan is attached.</li> <li>• All overhead has been detailed in the budget.</li> </ul> | <p>Max. Points<br/>20</p>          |
| Application Section 7 and completed budget forms   | <p>Rater's Points</p> <p>_____</p> |

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

**RFP – TOTAL POINTS:** \_\_\_\_\_