



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

**PROVIDE WIOA TITLE I, DISCRETIONARY GRANT,
AND EARN PROGRAM SERVICES**

Proposer	Rater's Name
Proposed Program/Service	Date Rated

POINTS SUMMARY

Evaluation Sections	§1	§2	§3	§4	§5	§6	§7	§8	§9	Total
Ratings										
Possible Points	5	5	15	15	15	10	10	10	15	100

TOTAL RFP POINTS: _____

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

Section 1: Organization Information	5 Points
<p>Proposer's agency description reflects experience, vision, and a leadership strategy capable of successfully delivering proposed services and achieving desired program outcomes.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Executive summary indicates a clear understanding of the services to be delivered. • Proposer is licensed and registered to do business in Pennsylvania. • Corporate information provided. • Proposer has been in business in the United States for at least two (2) years. • Proposer has an established organizational management structure. • Selection of proposer will bring added value to the workforce area. • Proposer's major line of business is workforce services. • Proposer's officers have not been convicted of felony crimes. • Entity has not filed for bankruptcy in the past seven (7) years. • Proposer's audit reports are attached and proposer's finances are in order. 	<p>Max. Points 5</p>
Application Executive Summary & Application Section 1	<p>Rater's Points</p> <p>_____</p>

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

Section 2: Experience and Past Performance	5 Points
<p>Proposer's past performance indicates likelihood of success.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has experience delivering WIOA Title I Career Services. • Proposer has delivered WIOA Title I Career Services to multiple local workforce areas. • Proposer has a history of meeting sub-grant agreement performance. • Proposer has no unresolved audit or monitoring findings. 	<p>Max. Points 5</p>
<p>Audit Reports Attached to Proposal Submitted & Application Section 2</p>	<p>Rater's Points _____</p>

Staff Comments:

Questions for the Rating Committee to Consider:

Section 3: Program Design Capacity to Provide Services	15 Points
<p>Proposer service strategy will result in engagement, training, a job, and retention.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer's flow chart and explanation will lead to an effective one-stop environment for service delivery. • Organizational chart is provided and makes sense. • Proposer's orientations will be effective. • Outreach and recruitment strategies will result in sufficient enrollments to meet state targets for enrollment in training. • Proposer's recommendation regarding use of media for outreach and recruitment seems like they will be effective and cost reasonable. • Proposer's plan for accommodating and working with individuals with disabilities, English language learners, ex-offenders or with other barriers will be effective. • Proposer is planning a wide variety of job-related workshops that will assist the universal one-stop customer. • Proposer understands the WIOA eligibility process. • EARN program elements will be effective in encouraging participation in work activities and reduction in the welfare caseload. • Proposer understands the importance of assessment, individual service strategy and carer pathways processes. • Proposer is familiar with available software and technology tools available in the marketplace to better serve participants. • Proposer's understanding of "customer choice" and their plan for referring individuals to training is likely to result in successful participant completions. • Proposer will track participant attendance in activities and will ascertain that participants have met or are meeting program objectives. • Proposer has a process for addressing participant grievances. • Proposer indicates an understanding of coordination with the one-stop partners in the delivery of one-stop career services. • Proposer agrees to adhere to the WBLV one-stop hours of operation and holiday schedule. • All proposer employees will work a regular five (5) day work schedule. 	<p>Max. Points 15</p>
Application Section 3 & Application Section 6, Questions 3-5	<p>Rater's Points</p> <p>_____</p>

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

Section 4: Case Management and Counseling	15 Points
<p>Proposer's describes effective case management and counseling techniques.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer's expectations regarding case manager relationships with the participants in their caseload are likely to help participants succeed. • Proposer's requirements of their case managers will result in case notes and files that will tell the "story of the participants" progress in the program and document the activities into which participants are enrolled. • Proposer policies to monitor case notes will assure the integrity of the participant records. • Proposer has a strategy to use all forms of communication including social media to stay in touch with participants. • Given staff turnover, proposer has a good plan for the transfer of participant cases from one case manager to another. • Proposer has a plan to allow for staffing of the one-stop during other than business hours, if necessary. • Case management staff will be instructed regarding non-WIOA financial aid for participants. 	<p>Max. Points 15</p>
Application Section 4	<p>Rater's Points</p> <p>_____</p>

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

Section 5: Placement	15 Points
<p>Proposer offers a plan for placement and retention that evidences continuous improvement and the achievement of required performance outcomes.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has incorporated job readiness, employability skills, job club, job search, job placement and replacement strategies into their strategy for meeting performance. • Proposer will work with the WBLV business staff to connect to employers. • Proposer will effectively coordinate recruitment, job fairs and placement with PA DLI Employment Service staff. • Proposer has a plan for implementing work-based training options. • Proposer's strategies for development of worksites for work experience and on-the-job training will create adequate opportunities for participants. • Proposer will take advantage of technology to track and manage job development. • Proposer has effective job placement and retention strategies. • Proposer has described an effective plan for the twelve (12) month participant follow-up after participant's exit from the program. 	<p>Max. Points 15</p>
Application Section 5	<p>Rater's Points</p> <p>_____</p>

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

Section 6: Staffing	10 Points
<p>Staff will have the experience and background to deliver proposed services to the target population.</p> <p>Considerations:</p> <ul style="list-style-type: none"> • Proposer has attached their organizational chart. • If not the incumbent provider, proposer has included a detailed transition plan for staff and customers • Proposer has attached their pay and classification plan, and salary ranges seem reasonable. • Number of staff proposed, education levels, experience and duties segmented by position title, including percentage of time devoted to the grant, meets the needs of the RFP and the program design. • Staff have the background and experience to assure fiscal accountability for Federal grant funds. • Proposer agrees to retain current direct services staff for at least six (6) months. • Staff development activities will assure a training and capable staff. • Proposer has an acceptable cost allocation plan. 	<p>Max. Points 10</p>
Application Section 6	<p>Rater's Points</p> <p>_____</p>

Staff Comments:

Questions for the Rating Committee to Consider:

Section 7: Performance	10 Points
<p>Proposal will result in WIOA and EARN performance.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Strategies used to attain and exceed the measures seem reasonable. • Proposer has an effective plan to track and report performance. • Proposer indicates their willingness and ability to provide monthly progress reports to WBLV. • Proposer will implement internal fiscal and program monitoring procedures. • Proposer has attached a project progress plan for tasks to be completed in the first ninety (90) days of contract execution. • Proposer has a satisfactory recording keeping system. 	<p>Max. Points 10</p>
Application Section 7	<p>Rater's Points</p> <p>_____</p>

Staff Comments:

Questions for the Rating Committee to Consider:

Section 8: Business Services	10 Points
<p>Proposer's strategies for engaging business, coordinating with PA DLI Employment Service staff, one-stop partners and direct client staff to place participants will be effective, encourage job listings and employer use of the one-stop system.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has a plan for assisting employers with employee recruitment. • Proposer will use recruitment fairs to improve WBLV performance. • Proposer will coordinate employer services with PA DLI and the other one-stop partners. • Proposer has a strategy for encouraging employers to work with the one-stop system. • Proposer has a strategy which will be effective in developing work-based training options such as on-the-job training. • Proposer will work with direct client staff to match participants to job opportunities. • Proposer will maintain a database of business customers who participate in job fairs and other employer services. • Proposer has a strategy for using PA CareerLink® to place EARN and WIOA participants. 	<p>Max. Points 10</p>
Application Section 8	<p>Rater's Points _____</p>

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

Section 9: Contract and Budget Information	15 Points
<p>Proposer's budget is reasonable for services being proposed.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has no conflicts which would interfere with their performance of the services proposed. • Proposer has included their Cost Allocation Plan (CAP) signed by an independent CPA and it includes their CAP methodology. • If proposer's budget includes an Indirect Cost Rate, proposer has included a copy of the Indirect Cost Rate Plan approved by a Federal cognizant agency. • Proposer's budget includes overhead and the overhead is detailed on a separate budget spreadsheet so contract costs are clear. • Salaries and fringe benefits appear reasonable. • Leave time benefit is reasonable. • Holidays and one-stop hours will conform to WBLV schedules. • Proposer has agreed that all employees will work a regular five (5) day week. • WIOA/EARN is not proposer's only funding source. • Proposer has provided references, if required. • Proposer can maintain records for the required period. • The proposal is signed by an officer. • If a commercial organization, profit is reasonable. • Credit references are included. 	<p>Max. Points 15</p>
Application Section 9 and budget	<p>Rater's Points</p> <p>_____</p>

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

RFP – TOTAL POINTS: _____