

**Monmouth County Workforce Development Board  
 Career Services  
 RFP Evaluation - 2026  
 CC-4-2026**

Name of Contractor: \_\_\_\_\_

Name /Type of Program: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

**Please add comments, as needed, on strengths and weaknesses of each evaluation criteria.**

**1. Scope of Work - 125 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
1.	Rate how well the Contractor has demonstrated a clear understanding of the purpose and the scope of work.			
2.	To what extent does the Contractor's reason for seeking this award of contract demonstrate integrity and desire to serve the County of Monmouth?			
3.	Rate any unique or innovative aspect to the proposal.			
4.	Rate the organization's level of experience providing career services.			
5	Rate the number and quality of community-based services described in the proposal.			
6	Does the proposal include 3 references and do the 3 references show a history of career services and integrity?			
7	Rate the Contractor plan for excellent customer service including steps around staff training and staff performance review.			
8.	Rate the Contractor's documented referral process to and from partner agencies.			

9.	How would you rate the description of how job seekers will be welcomed into the One-Stop system and informed of services			
10.	Rate the workshops proposed. How beneficial are the topics and scheduling to jobseekers and business alike?			
11.	Rate the ITA process described by the Contractor.			
12.	How effectively does the proposal address customers with barriers to success?			
13.	Rate placement services described by the Contractor.			
14.	Rate the follow-up services described. Are they sufficient for at least one year following completion of program?			
15.	Rate Contractor's approach to work-based learning including OJT			
16.	Rate the contractor's plan for youth recruitment			
17.	How effective do you think the Contractor's plan for ensuring the availability of WIOA required Youth Program elements is?			
18.	Rate the Contractor's plan for developing and implementing operational procedures.			
19.	Rate how well you think the staff qualifications match the needs of the program.			
20.	Rate the Contractor's plan for how it will staff the entire program.			
21.	Rate the Contractor's plan to instill a professional culture and accountability plan for staff.			
22.	Rate the Contractor's plan for achieving performance outcomes.			
23.	Rate the Contractor's familiarity with and utilization of the FutureWorks Reporting system.			

24.	Rate the overall feasibility of the Contractor's transition plan from current provider of service.			
25.	Rate transition actions steps, strategies, and timelines?			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Budget - 15 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
26.	Rate the budget for completeness, reasonability, and accuracy.			
27.	How well does the budget narrative clearly detail the line item totals (including a rationale for each line item)?			
28.	Does the contract proposal have costs that are reasonable and justified for the services and activities described?			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Overall – 10 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strength	Weakness	Evaluator's Score
29.	Rate if the proposal provided specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency, and accuracy.			
30.	Overall, rate how well the proposal provided a clear description of the services to be performed and specific measurable goals.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Evaluation Conclusion (please be specific):**

A. Would you recommend this proposal as written? \_\_\_\_\_yes \_\_\_\_\_no

B. Accept this proposal with the discussion of:

\_\_\_\_\_

\_\_\_\_\_

C. Would not accept this proposal and the reason why:

\_\_\_\_\_

\_\_\_\_\_

**Evaluation Total: total score not to exceed 150 points**

- 1. Scope of Work \_\_\_\_\_
- 2. Budget \_\_\_\_\_
- 3. Overall \_\_\_\_\_
- Total Score \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_