

**Monmouth County WIOA Youth Program
RFP Evaluation
CC-4-2021**

Program Name of: _____

Name/Type of Program: _____

Name of Reviewer: _____

POINTS	GUIDANCE
5	Excellent response
4	More than adequate response
3	Adequate response
2	Inadequate response
1	Poor response
0	No response

Please add comments on strengths and weakness of each evaluation criteria.

A. Administrative Capability

Item #	Evaluation Criteria	Score max 15 points for this section	Comments – Please add comments based on strengths and weakness of the proposal
1.	Does the applicant demonstrate a complete understanding of the purpose and scope of work expected of the vendor, the youth and the work sites?		
2.	Does the applicant demonstrate collaborative partnerships with employers evidenced by Memorandums of Understanding or Worksite agreements?		
3.	Does the applicant have adequate administrative experience to operate the service proposed?		

Comments:

B. Experience and Past Performance -

Item #	Evaluation Criteria	Score max 10 points for this section	Comments – Please add comments based on strengths and weakness of the proposal.
4.	Does the proposed program offer a history of success working with youth in workforce development?		
5.	Does the mission of the Contractor's organization appear appropriate to the type of services to be performed?		

Comments

C. Program/Services

Item #	Evaluation Criteria	Score max 55 points for this section	Comments –Please add comments based on strengths and weakness of the proposal
6.	Does the applicant demonstrate a roster with a variety of employers?		
7.	Does the applicant explain how youth will be connected to work experiences that align with the skills, goals and objectives identified in the youths Individual Service Strategy?		
8.	Does the applicant identify a clear plan for recruitment of youth for services?		
9.	Does program offer methods and resources that will assist a youth on a career pathway?		
10.	Does the proposed program offer clear and appropriate staffing?		
11.	Does the proposed program offer clear and convenient hours of operation?		
12.	Is the program offered in a convenient location?		
13.	Does the program offer instruction in any of the 14 WIOA mandatory program elements?		
14.	Does the proposed program address the performance indicators as required by the federal guidelines?		
15.	Does the applicant offer a year round program?		
16.	Does the program offer a process to internally monitor program quality, customer satisfaction, and contract compliance?		

Comments: _____

D. Budget/Budget Narrative –

Item #	Evaluation Criteria	Score max 15 points for this section	Comments – Please add comments based on strengths and weakness of the proposal
17.	Is the budget complete and accurate?		
18.	Is the cost reflected in the budget allocated to youth wages, youth stipends, and staff salary working directly with youth in the work experience as indicated in the RFP?		
19.	Are additional resources/in-kind services made available and/or defray costs?		

Comments: _____

E. Overall Impression

Item #	Evaluation Criteria	Score max 5 points for this section	Comments –Please add comments based on strengths and weakness of the proposal.
20.	This proposal provided specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency and accuracy.		

Evaluation Conclusion (please be specific):

A. Would you recommend this proposal as written? _____ Yes _____ No

B. Accept this proposal with the following modifications of:

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

Evaluation Totals

A. Administrative Capability	15 Max Score	
B. Experience and Past Performance	10 Max Score	
C. Program Services	55 Max Score	
D. Budget / Budget Narrative	15 Max Score	
E. Overall Impression	5 Max Score	
Total	100 Max score	

Total score not to exceed 100 overall points

Submitted by: _____ Date: _____