

**Monmouth County WIOA INCUMBENT WORKER TRAINING PROGRAM
RFP EVALUATION
CC-9-2023**

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. Experience, Qualification and Capacity - 25 Points

Item #	Evaluation Criteria	Score max 25 points for this section	Comments – Please add comments based on strengths and weakness of the proposal
1.	Does the Contractor demonstrate a complete understanding of the purpose and scope of work expected of the Contractor, the client and the work sites?		
2.	Does the Contractor demonstrate collaborative partnerships with employers evidenced by Memorandums of Understanding or Worksite agreements?		
3.	Does the Contractor have adequate administrative experience to operate the service proposed?		
4.	Does the proposed program offer a history of success working with client in workforce development?		
5.	Does the mission of the Contractor's organization appear appropriate to the type of services to be performed?		

Comments _____

B. Effectiveness and Efficiency of Project Design and Staffing Structure - 25 Points

Item #	Evaluation Criteria	Score max 25 points for this section	Comments – Please add comments based on strengths and weakness of the proposal
1.	Does the proposed program offer a clear Incumbent Worker Training program?		
2.	Does the proposed program offer clear and appropriate staffing?		
3.	Does the proposed program offer clear and convenient hours of operation?		
4.	Are the standards and expectations of the program clearly stated?		
5.	Does the proposed program present an effective marketing plan?		

Comments: _____

C. Proposed Budget, Cost Effectiveness and Value – 20 Points

Item #	Evaluation Criteria	Score max 20 points for this section	Comments – Please add comments based on strengths and weakness of the proposal
1.	Is the budget complete and accurate?		
2.	Is the cost reflected in the budget allocated to appropriate line items that are reasonable and provide value to the program?		
3.	Are additional resources/in-kind services made available and/or defray costs?		
4.	Are the cost presented reasonable and fair?		

Comments: _____

D. Overall Impression - 5 Points

Item #	Evaluation Criteria	Score . max 5 points for this section	Comments –Please add comments based on strengths and weakness of the proposal.
1.	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. Experience, Qualifications and Capacity	Max Score 25	
B. Effectiveness, Efficiency of Project Design, Staffing structure	Max Score 25	
C. Budget, Cost Effectiveness, Value	Max Score 20	
D. Overall Impression	Max Score 5	
Total	Max score 75	

Total score not to exceed 75 overall points

Submitted by: _____ Date: _____