



Proposal Evaluation Criteria Form
WorkSource East Central Georgia



Proposals for Youth Programs in Program Year July 2021 - June 2022

Reviewers will discuss each proposal as a large group at the end of each evaluation. Proposals should score a minimum of 60 points in order to be considered for funding.

Bidder Name: _____

of Slots proposed: _____ Funds Requested: _____

Item	Criteria	Scoring
Program Design	<p>Performance</p> <p>A. Do the proposed outcomes represent meaningful participant success as well as meet required negotiated levels of performance applicable to program? .</p> <p>5 Points - The proposal plans to exceed all applicable core performance measures.</p> <p>3 Points - The proposal plans to meet all appropriate core performance measures.</p> <p>0 Points - The proposal does not plan to meet all appropriate core performance measures.</p> <p>B. Are the proposed outcomes credible given the proposed project design and targeted customers?</p> <p>5 Points - The proposed outcomes appear to be credible given the proposed project design and targeted customers.</p> <p>3 Points - The proposed outcomes appear to be marginally credible given the proposed project design and targeted customers.</p> <p>0 Points - The proposed outcomes do not appear to be credible given the proposed project design and targeted customers.</p> <p>Elements</p> <p>C. Does the proposed project demonstrate the bidder's understanding of the needs of the target customer and is the design of the project responsive to those needs?</p> <p>5 Points - The proposed project has included appropriate WIOA youth service elements that are designed to meet the needs of the targeted youth, and demonstrated appropriate methods for administering such services.</p> <p>3 Points - The proposed project has included appropriate WIOA youth service elements that are designed to meet the needs of the targeted youth, but only marginally demonstrated appropriate methods for administering such services.</p> <p>0 Points - The proposed project does not include any of the appropriate WIOA youth service elements that are designed to meet the needs of the targeted youth.</p> <p>D. Is the project narrative complete and does its elements work together to form a cohesive whole?</p>	<p>Points (each question)</p>

	<p>5 Points - The project narrative contains all elements as requested in the RFP, presented in a concise and coherent manner to form an overall cohesive document.</p> <p>3 Points - The project narrative is somewhat marginal in its completeness and cohesiveness and does not present an overall cohesive document.</p> <p>0 Points - The project narrative is vague, somewhat disjointed, and does not present a clear picture of the offeror's plan for successful program complete.</p> <p>E. Does the content and level of materials to be provided appear appropriate for the design of services and activities provided for the targeted customers?</p> <p>5 POINTS: The proposed content and level of materials to be provided appear appropriate for the design of services and activities provided for the targeted customers.</p> <p>3 POINTS: The proposed content and level of materials to be provided appear marginal for the design of services and activities provided for the targeted customers.</p> <p>0 POINTS: The proposed content and level of materials to be provided appear inadequate for the design of services and activities provided for the targeted customers.</p> <p>Recruitment</p> <p>F. Does the proposed program clearly identify how the customers will be identified, recruited, evaluated and selected?</p> <p>5 Points - Full Recruitment and Enrollment process and assessment strategy clearly defined</p> <p>3 Points - Recruitment Strategies described briefly</p> <p>0 Points - No mention of this</p> <p>G. Does the Bidder indicate strategies for maintaining appropriate attendance in the program and strategies for motivating youth to continue achieving program goals?</p> <p>5 Points – Strategies for maintaining attendance and motivation are described and appear reasonable for the community targeted and for the customers targeted by the program.</p> <p>3 Points – Strategies are described for maintaining attendance and motivation in the program but seem questionable for the targeted customers or targeted community.</p> <p>0 Points – No strategies are described, or the strategies described are not appropriate.</p>			
Total for Program Design		Points	Weight	Total
			30%	
Financial Experience and Internal Control	<p>A. Does the organization have an internal monitoring and oversight system in place to ensure that this project is carried out effectively and efficiently in accordance with applicable laws and regulations?</p> <p>5 Points - The organization appears to have an adequate monitoring and oversight system in place to ensure that this project is carried out effectively and efficiently.</p> <p>3 Points - The organization appears to have a marginally adequate monitoring and oversight system in place to ensure that this project is carried out effectively and efficiently.</p>			

	<p>0 Points - The organization does not appear to have an adequate monitoring and oversight system in place to ensure that this project is carried out effectively and efficiently.</p> <p>B. Does the organization have a record keeping system in place to ensure that programmatic and financial record keeping requirements are met?</p> <p>5 Points - The organization appears to have an adequate record keeping system in place to ensure that record keeping requirement are met.</p> <p>3 Points - The organization appears to have a marginally adequate record keeping system in place to ensure that record keeping requirements are met.</p> <p>0 Points - The organization does not appear to have an adequate record keeping system in place to ensure that record keeping requirements are met.</p> <p>C. Does the bidder have prior experience operating WIOA youth programs or similar training programs?</p> <p>5 Points - 3 years or more</p> <p>3 Points - 1-3 years</p> <p>0 Points - No experience</p> <p>D. If bidder has prior experience operating WIOA youth program -- did program meet performance measures? (Applicable to current grantees only)</p> <p>5 points – Met performance measures,</p> <p>3 points – Partially met performance measures,</p> <p>0 Point – Did not meet performance measures,</p> <p>E. Does the bidder demonstrate sufficient financial capability to provide funding for project start-up costs? (Use financial statement provided or previous financial monitoring if current service provider.)</p> <p>5 Points - Bidder has demonstrated a sufficient start-up plan to include the necessary capital or has demonstrated financial capabilities through previous monitoring,</p> <p>3 Points - Evidence of sufficient start-up capabilities are vague</p> <p>0 Points - there is no evidence of this bidder being able to properly start the proposed program.</p>			
Total for Financial Experience and Internal Control		Points	Weight	Total
Costs			25%	
	<p>A. Considering the costs of other comparable programs and based on individual line items, are the costs of services reasonable?</p> <p>5 Points - the Bidder proposes a budget that appears reasonable based on the cost of the individual line items for this area.</p> <p>3 Points - Some line items appear too high compared to the going rates for this area</p> <p>0 Points - Some line items seem extreme and would not be the best use of WIOA funds for this area.</p>			

	<p>B. Determine the cost per participant for this program. Is the cost per participant in line with the area’s overall budget?</p> <p>5 Points - cost per participant below \$2,000/participant</p> <p>3 Points - \$2,000 - \$4,000</p> <p>0 Points - over \$4,000</p>			
Total for Costs		Points	Weight	Total
			20%	
Provider Resources	<p>Collaboration</p> <p>A. Does the proposed narrative demonstrate a collaboration of area agencies to meet the needs of targeted customers through WIOA funded and non-WIOA funded resources; and are these elements incorporated into the project plan (See Att. D Exhibit 4)?</p> <p>5 Points - The project narrative demonstrates a collaboration of 3 or more area agencies to meet the needs of targeted customers through WIOA funded and non-WIOA funded resources; and these contributions are specifically identified in the narrative.</p> <p>3 Points - The project narrative demonstrates a collaboration of 2 area agencies to meet he needs of targeted customers through WIOA funded and non-WIOA funded resources; and these contributions are specifically identified in the narrative.</p> <p>0 Points – The project narrative reflects the involvement of the bidding agency only and all service resources are WIOA funded.</p> <p>B. Are Coordination arrangements fully developed that includes a description of how WIOA required program elements will be made available, the source of the required element and the flow of participant into and out of programs (See Att. D Exhibit 4)?</p> <p>5 Points - Fully described flow of services among partners and activities</p> <p>3 Points - A clear description of how services are offered in the community,</p> <p>0 Points - No other progression among services is mentioned.</p> <p>Staffing</p> <p>C. Are the staff positions to be funded under this project necessary to the successful operation of the project?</p> <p>5 Points - The staff positions to be funded under this project appear to be adequate; a ratio of 1 staff position to each 8 - 16 customers is indicated; and 75% or more of the staff positions are dedicated to serving customers directly.</p> <p>3 Points - The staff positions to be funded under this project appear to be adequate; a ratio of 1 staff position to each 8 - 16 customers is indicated; however, less than 75% but at least 50% of the staff positions are dedicated to serving clients directly.</p> <p>0 Points - The staff positions to be funded under this project appear to be inadequate; a ratio of 1 staff position to each 8 - 16 customers is not indicated; and/or less than 50% of the staff positions are dedicated to serving customers directly.</p>			

	<p>D. Are proposed project tasks and functions set to be accomplished by qualified staff ?</p> <p>5 Points - Qualified staff are indicated to accomplish all proposed project tasks and functions.</p> <p>3 Points - More than 50% but less than 100% of proposed project tasks and functions are indicated to be accomplished by qualified staff.</p> <p>0 Points - Less than 50% of proposed project tasks and functions are indicated to be accomplished by qualified staff.</p> <p>Facilities/Equipment</p> <p>E. Does the proposed amount of equipment and materials appear adequate to accommodate the planned number of customers?</p> <p>5 Points - The proposed equipment and instructional materials appear adequate for the proposed number of customers to be served.</p> <p>3 Points - The proposed equipment and instructional materials appear somewhat adequate for the proposed number of customers to be served.</p> <p>0 Points - The proposed equipment and instructional materials appear inadequate for the proposed number of customers to be served.</p> <p>F. Are proposed facilities adequate for the proposed project?</p> <p>5 Point - The facilities, as described, appear to be adequate for the proposed project.</p> <p>3 Points - The facilities, as described, appear to be marginally adequate for the proposed project.</p> <p>0 Points - The facilities, as described, appear to be inadequate for the proposed project.</p>			
Total for Provider Resources		Points	Weight	Total
			25%	
	Total Score			
	Evaluator's Signature			
	Validator's Signature			