

**ATTACHMENT 6:
REQUEST FOR PROPOSAL (RFP)
RATING AND EVALUATION FORM TO PROVIDE WIOA TITLE I
CAREER AND JFES PROGRAM SERVICES**

Proposer	Rater's Name
Proposed Program/Service	Date Rated

POINTS SUMMARY

Evaluation Sections	§1	§2	§3	§4	§5	§6	§7	§8	§9	§10	TOTAL
Questions	Exec Sum 1.1-1.5	2.1-2.5	3.1-3.26	4.1-4.8	5.1-5.8	6.1-6.4	7.1-7.3	8.1-8.3	9.1-9.16	Budget	
Rating											
Possible Points	7	5	15	10	10	10	15	10	15	10	100

TOTAL RFP POINTS: ____

RATER SIGN IN APPROPRIATE BOX	
PROPOSAL IS RECOMMENDED FOR FUNDING	
PROPOSAL IS NOT RECOMMENDED FOR FUNDING	

1. AGENCY DETAILS	7 POINTS
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<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 program requirements • Corporate information provided • Proposer organizational chart is rational • Proposer has an established organizational management structure and/or system. • Selection of proposer will bring added value to the workforce area • Proposer has a service history and experience providing services to the WIOA and JFES population • Proposer has experience managing federal funds without question or disallowances. • 	Max Pts 7
Application Questions: Cover Sheet, Executive Summary and Section 1, 1-1 – 1.5	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

2. PAST PERFORMANCE	5 POINTS
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<p>Proposer's past performance indicates a likelihood of success</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has a history of meeting contract performance • Proposer understands working with cost reimbursement budgets • Proposer's organization and management have integrity • Proposer's Audit Report for the immediately preceding year is enclosed and has no material findings • Proposer has experience with job development • Proposer has worked in a one-stop environment 	Max Pts 5
Application Questions: Section 2, 2-1 – 2-5, Audit Report	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

3. PROGRAM DESIGN CAPACITY TO PROVIDE SERVICES	25 POINTS
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<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 has a COVID-19 response plan for participants and employers. • Proposer has researched best practices and incorporated them into proposed services • Organizational chart provided and makes sense. • Orientations described will be effective • Recruitment strategies will be effective • Proposer understands the eligibility process • JFES program elements appear like they will be effective • Proposer understands the importance of assessment, individual service strategy and career pathways processes • Proposer’s strategies for outreach to the disabled, ex-offenders and other barriered populations indicates an understanding of the population to be served. • Proposer’s understanding of “customer choice” and plan for referring individuals to training is likely to result in successful participants • 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 in proving support services 	Max Pts 25
Application Questions: Section 3. 3-1 – 3-26	Rater’s Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

4. JOB COUNSELING	5 POINTS
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<p>Proposer's describes effective case management and counseling techniques.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Detailed strategies explaining elements of the program design to motivate participant retention in and completion of the program components are provided and are practical. • Proposer understands different counseling strategies apply to different populations. • Proposer's indication of the information that will be collected to ensure successful communication with participants including use of social media to stay in contact with participants seem like they will be effective. • Proposer's description of follow-up activities will encourage participants' continuing connection to the one-stop centers • Proposer will monitor case notes and guide staff to be consistent 	Max Pts 5
Application Questions: Section 4, Questions 4-1 – 4-8	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

5. PLACEMENT / RETENTION	8 POINTS
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<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 a plan to recruit businesses to list their jobs • Proposer has incorporated job readiness, employability skills, job club, job search, job placement and replacement strategies into their proposal • Proposer will effectively coordinate recruitments, job fairs and placement with CT DOL • Proposer has a plan for implementing work based training options • Proposer will take advantage of technology to track and manage job development • Proposer has effective job placement and retention strategies 	Max Pts 8
Application Questions: Section 5, 5-1 – 5-8	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

6. STAFFING	10 POINTS
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<p>Proposer outlines staff complemented with the experience and background to deliver proposed services to target population.</p> <p style="padding-left: 40px;">The educational and experience qualifications of the staff assigned to this project are reasonable.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • # of staff planned, education, 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. • Required and/or minimum staff skill proficiencies, education, experience and training for positions being proposed is reasonable. • Staff have the background and experience to assure fiscal accountability for federal grant funds. • Proposer has an acceptable cost allocation plan • One-stop organizational chart is reasonable for work to be performed. 	<p>Max Pts 7</p>
<p>Application Questions: Section 6, 6-1 – 6-4</p>	<p>Rater's Pts: ____</p>

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

7. PERFORMANCE	15 POINTS
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<p>Proposal will result in WIOA 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 performance • Proposer indicates their willingness and ability to provide monthly progress reports to the NRWIB. • Proposer's will implement internal fiscal and monitoring procedures. • Proposer has attached a work activity schedule which indicates the time frames for the delivery of the proposed services 	Max Pts. 15
Common Grant Application Questions: Section 7, 7-1 – 7-3	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

8. COORDINATION WITH CT DOL	5 POINTS
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<p>Proposer's strategies for coordinating with CT DOL and working with direct client staff to place participants will be effective.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer has a plan for assisting employers with employee recruitment • Proposer will coordinate services with CT DOL • Proposer has methodology they will employ to develop work based training options • Proposer will work with direct client staff to match participants to job opportunities 	Max Pts 5
Application Question: Section 8, 8-1 – 8- 3	Rater's Pts: ____

9. ORGANIZATIONAL CAPABILITY FISCAL	5 POINTS
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<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 sound record keeping • WIOA/JFES is not proposer's only funding source • Proposer has provided references • Proposer can maintain records for the required period • The proposal is signed by an officer 	Max Pts 5
Application Question: Section 9, 9-1 – 9-16	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

10. PROPOSER BUDGET	15 POINTS
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<p>Proposer's budget is reasonable for services being proposed.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Program Budget is completed and budget costs appear reasonable, including staff costs, overhead, administration, profit, and indirect cost rate. 	Max Pts 15
Application Question: Section 10, The Budget	Rater's Pts: ____

STAFF COMMENTS:

QUESTIONS FOR THE RATING COMMITTEE TO CONSIDER:

RFP—TOTAL POINTS: _____