

**WIOA Title I Youth Program Request for Proposal
PROPOSAL EVALUATION FORM**

PROPOSER: _____ **EVALUATOR:** _____

Please assign a rating to each criterion and give reasons for that rating. In our meeting we will review and discuss our individual notes and come up with one Proposal Review Form for the official record that reflects our consensus.

Ratings

HA: Highly Advantageous A: Advantageous
NA: Not Advantageous U: Unacceptable

A. Participants

Rating: _____

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. Proposal excels in describing effective recruitment strategies, demonstrates a good understanding of the target population, and is knowledgeable about partner organizations. Proposer has a plan for trying to reach youth in all parts of the region, is familiar with youth workforce development needs in specific communities, and has a good plan for retaining youth. Proposer understands the relationship with the FHETC WIOA Youth Program Coordinator and describes how eligibility, assessment, and service strategies will be coordinated. Has a fully completed Chart A.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. Proposer describes adequate strategies to serve target populations, shows adequate knowledge of community partners. The plan reaches key segments of the region, and has a plan for retaining youth. Proposal adequately describes the coordination of eligibility, assessment, and service strategies with FHETC WIOA Youth Program Coordinator

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

UNACCEPTABLE – No criteria is addressed.

Reason:

B. Service Design and Delivery**Rating:**_____

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. Via the Narrative and Chart B, the fourteen Youth elements are addressed, including direct provision of at least four (mandatory three are: Element 3A – work based learning experiences directly linked to academic and occupational learning, Element 4 – occupational skills training, Element 5 – comprehensive guidance and counseling). Proposer has a clear plan for transitioning carry over youth into their program. Proposer has a clear plan for integrating Career Center services into their program. Proposer clearly describes planned job development, including training for staff in that element and how it will be coordinated with Career Center job development. An understanding of and commitment to use the MA Work-Based Learning Plan is demonstrated. Proposer demonstrates knowledge of available and appropriate occupational training opportunities for youth, the certificates/credentials they lead to, and how they will help youth compete in the job market. A clear plan exists for linking services to target outcomes: placement in postsecondary education, advanced training or employment.

For out of school applicants: Proposer can describe a process of identification and assessment of basic skill deficiencies and how they will be addressed. Response will indicate an awareness of area youth education providers as both resources and referral sources.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. The fourteen Youth elements are adequately addressed, including direct provision of at least four (mandatory three are: Element 3A – work based learning experiences directly linked to academic and occupational learning, Element 4 – occupational skills training, Element 5 – comprehensive guidance and counseling). Proposer adequately describes integration of community partner services, and youth caseload transition as needed. Has a plan for integration with Career Center services. Plans for job development, staff training and coordination with the Career Center are included and use of the Work-Based learning Plan is referenced. Proposer shows adequate knowledge of youth occupational training opportunities and how they will help youth compete in the job market. The plan for linking services to target outcomes is relatively clear.

For out of school applicants: Plan for identifying and addressing basic skills deficiencies is adequate, and proposer appears aware of youth education providers and their role.

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

UNACCEPTABLE – No criteria is addressed.

Reason:

C. Delivery System

Rating:_____

HIGHLY ADVANTAGEOUS – All criteria in section are fully addressed and strategies are well-thought-out and likely to be successful. In accordance with Chart B, proposer describes the structure and components of a youth workforce system that integrates community resources and partners, and supports youths in obtaining the information and services needed. Proposer clearly defines their case management system and lists any sub-contracted services, as applicable. Proposer demonstrates an awareness and understanding of the Youth Career Connections Council and how it can be drawn upon to achieve these goals. A 24-month Workplan provides a clear picture of how services will unfold.

ADVANTAGEOUS – Almost all criteria were addressed sufficiently and planned strategies seem reasonable. Adequate description of a youth workforce system that integrates community resources and helps youth obtain needed information and services. Adequately describes case management system and any sub-contracted services. There appears to be an adequate understanding of the Youth Career Connections Council and how it can be drawn upon to achieve these goals. A 24-month Workplan provides a picture of how services will unfold.

NOT ADVANTAGEOUS – Many criteria not addressed and strategies do not seem likely to be successful.

UNACCEPTABLE – No criteria is addressed.

Reason:

D. Outcomes and Performance Measures

Rating:_____

HIGHLY ADVANTAGEOUS – The provider presents a clear and convincing plan for meeting Performance Measures, showing how each activity impacts a performance indicator.

ADVANTAGEOUS – Proposer shows an adequate understanding of performance measures and reasonable strategies for achieving them.

NOT ADVANTAGEOUS – Proposer does not present a convincing plan for reaching performance measures and does not explain sufficiently how each activity relates.

UNACCEPTABLE – No criteria is addressed.

Reason:

E. Organizational Background and Experience Rating:_____

HIGHLY ADVANTAGEOUS - The provider presents evidence that it is capable of (1) designing, providing, and (2) sustaining comprehensive youth services over time, that it (3) can create an infrastructure for youth workforce development, and that it has the capacity to administer WIOA Youth sub-recipient award. The provider demonstrates past experience and success with the targeted youth population, noting challenges as well as successes, and outcomes of past programs. Demonstrates a clear understanding of WIOA Youth Policy

The provider indicates strong prior experience in operating employment, training, and education programs and shows strong linkages with community organizations, state agencies, and employers in doing so.

The provider’s management information and finance systems are described, including internal evaluation and control mechanisms, ensuring compliance with financial, regulatory, reporting and contractual requirements. Demonstrates a clear understanding of federal financial management rules.

The roles and jobs of grant-funded and non-grant funded staff supporting the project are described, along with the knowledge/skills each needs to perform the job.

ADVANTAGEOUS - Criteria were addressed and adequate evidence provided. Description of past experience with youth and related programming seems sufficient. Description of management and finance systems is adequate. Jobs of staff associated with the project are described with sufficient detail.

NOT ADVANTAGEOUS – Description of past experience with youth and related programming is insufficient. Management and finance systems may not be adequate to ensure compliance with all necessary regulations. Jobs of staff associated with the project are not described with enough detail.

UNACCEPTABLE – No criteria is addressed.

Reason:

F. Other comments

COMPOSITE RATING

After assigning a rating to each comparative criterion, you must assign a composite rating to each proposal and state in writing the reason for the rating.

Composite Rating: _____

Reason:
