

MassHire Franklin Hampshire Workforce Board

RFP #2020-01 Career Center Operator/Provider Services: EVALUATION CRITERIA

Proposer's General Information	
Name of Proposer: _____	Type of Organization: <input type="checkbox"/> Unit of local Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other: _____
Date of Review: _____	Competing Bid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reviewer: _____	Current Service Provider: Yes <input type="checkbox"/> No <input type="checkbox"/> Previous Workforce Development/WIOA Experience Yes <input type="checkbox"/> No <input type="checkbox"/>
Proposing Total New Customers Enrolled: _____ # of Adults: _____ # of Dislocated Workers: _____	Positive # of Exits: _____ Adult: _____ Dislocated Worker: _____
Required Documents Checklist	
FY20 WIOA Response Package Cover Sheet/Signature Yes <input type="checkbox"/> No <input type="checkbox"/>	Proposal Narrative Yes <input type="checkbox"/> No <input type="checkbox"/>
Staffing Position Descriptions Yes <input type="checkbox"/> No <input type="checkbox"/> #of staffing positions: _____	Federal ID Number Yes <input type="checkbox"/> No <input type="checkbox"/>
Statement of Assurances Yes <input type="checkbox"/> No <input type="checkbox"/>	If WIOA, most recent program monitoring report Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Lobbying Activities Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of two most recent auditing reports. Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions Yes <input type="checkbox"/> No <input type="checkbox"/>	Certificate of Insurance Yes <input type="checkbox"/> No <input type="checkbox"/>
Drug Free Workplace Certification Yes <input type="checkbox"/> No <input type="checkbox"/>	

Evaluation Review - The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 100 points is possible. A proposer must achieve a minimum score of 75 points in order to be considered for recommendation. The criteria can also be used by the proposer to ensure all items in the Proposal Narrative and Budget are addressed. The Budget will be reviewed separately from the Proposal Narrative and will contribute up to 15 points to the final score.

Category	Criteria	Score
<p>A. Experience (17.5 points possible)</p>	<p><input type="checkbox"/> (1-b) Described organization’s mission, history and accomplishments, alignment with WIOA goals, number of years in operation, size of the organization and geographic distribution of the service delivery area</p> <p><input type="checkbox"/> (1-c) How the current organization is funded</p> <p><input type="checkbox"/> (1-d) Described internal structure</p> <p><input type="checkbox"/> (2) Described the organization’s financial and administrative experience; monitoring, developing and implementing continuous improvement model</p> <p><input type="checkbox"/> (3) Described past and current activities or programs administered and operated by the proposer</p> <p><input type="checkbox"/> (a) Serve as the FHWB System Operator</p> <p><input type="checkbox"/> (b) Described how to manage, administer and operate a workforce development program under WIOA to serve adults and dislocated workers; <input type="checkbox"/> Included specific data</p> <p><input type="checkbox"/> (c) If prior/current WIOA Service Provider, discussed performance data for last two program years available & <input type="checkbox"/> attached most recent program monitoring report</p> <p><input type="checkbox"/> (4) Described experience providing oversight and experience in developing and delivering technical assistance and capacity building with workforce staff and organizations</p> <p><input type="checkbox"/> (5) Described resources, professional contacts, knowledge of the labor market and special expertise</p> <p>Comments:</p>	<p>_____</p>
<p>B. CC Operations (10 points possible)</p>	<p>(1) Delivery</p> <p><input type="checkbox"/> (a) Vision of CC Operations; location and type of sites</p> <p><input type="checkbox"/> (b) Vision of customer service: planned outcomes/goals</p> <p><input type="checkbox"/> (c) Shared and functional supervision of staff and Partner staff</p> <p><input type="checkbox"/> (d) Healthy mix of workshops</p> <p><input type="checkbox"/> (e) Welcoming & directing job seekers</p> <p><input type="checkbox"/> (f) Staff-guided customer choice & how it may differ</p> <p><input type="checkbox"/> (g) Experience delivering services remotely</p> <p>(2) Partnerships</p> <p><input type="checkbox"/> (a) Collaboration with FHWB</p> <p><input type="checkbox"/> (b) Knowledge/experience with mandated partners; <input type="checkbox"/> description of possible new partners</p> <p><input type="checkbox"/> (c) Examples of past collaboration/cooperation & outcomes</p> <p><input type="checkbox"/> (d) Career Pathways promotion</p>	<p>_____</p>

	Comments:	
C. Adult/Dislocated Worker Services (10 points possible)	<input type="checkbox"/> (1) Understanding of populations; philosophy, approach, implementation plan; recruitment of diverse groups; how to serve those with particular needs <input type="checkbox"/> (2) Assessment & referral; optimal investment of training funds; keeping people from falling through the cracks <input type="checkbox"/> (3) Orientation techniques, including involvement of other partners <input type="checkbox"/> (4) Projected Service numbers & activities <input type="checkbox"/> (5) Described the planned outcomes for the adult and dislocated workers program. <input type="checkbox"/> Planned program outcomes are measurable and realistic for the target population and <input type="checkbox"/> for the time period in which services will be provided. <input type="checkbox"/> Planned program outcomes directly relate to proposed services <input type="checkbox"/> (6) Past experience/results with similar populations/projects, esp. in partnership with others Comments:	_____
D. Youth Services (5 points possible)	<input type="checkbox"/> (1) How Framework Services will work in collaboration <input type="checkbox"/> (2) How WIOA Youth Service contract will be monitored and guided to encourage continuous improvement. <input type="checkbox"/> Understanding of eligibility/data responsibilities <input type="checkbox"/> (3) How WIOA youth services will be integrated into CC <input type="checkbox"/> (4) How will CC respond to youth, in general Comments:	_____
E. Employer Services (10 points possible)	<input type="checkbox"/> (1) Past experience delivering employer services. <input type="checkbox"/> (2) Particular strengths <input type="checkbox"/> (3) Vision of optimal integration between job seeker and business service components of CC <input type="checkbox"/> (4) Coordination of Business Services with other CC partners. <input type="checkbox"/> (5) Vision of a "job-driven" system & how it may differ from current state Comments:	_____

F. Marketing & Public Relations (2.5 points poss.)	<input type="checkbox"/> (1) Ideas for marketing/PR <input type="checkbox"/> (2) Rationale for addressing, even with limited resources Comments:	_____
G. Data and Performance Management (5 points possible)	<input type="checkbox"/> (1) Understanding of automated management systems and connection to performance standards <input type="checkbox"/> (2) How accountability & integrity will be assured <input type="checkbox"/> (3) Understanding of triggers to make decisions & take action <input type="checkbox"/> (4) Timely data entry and mid-course corrections to ensure successful outcomes <input type="checkbox"/> (5) Assessment instruments to be used & how tracked Comments:	_____
H. Facility Responsibilities (5 points possible)	<input type="checkbox"/> (1) Facilities plan <input type="checkbox"/> (2) ADA <input type="checkbox"/> (3) Ensuring traffic flow that aligns with WIOA <input type="checkbox"/> (4) Facilities plan that includes maintaining cleaning standards consistent with up to date public health guidance Comments:	_____
I. Capacity (17.5 points possible)	<input type="checkbox"/> (1) Resources the organization brings to the workforce system <input type="checkbox"/> (2) Staffing Plan including: <input type="checkbox"/> (a) Compliance with Right to Interview <input type="checkbox"/> (b) Number of staff (full time or part time) and locale <input type="checkbox"/> (c) Job descriptions <input type="checkbox"/> (d) Qualifications of key staff <input type="checkbox"/> (e) Plan to hire qualified staff <input type="checkbox"/> (f) on-going staff training <input type="checkbox"/> (g) Evaluation of staff and continuous improvement. <input type="checkbox"/> (3) Administrative Capacity <input type="checkbox"/> (4) Fiscal Management and Reporting Capacity <input type="checkbox"/> (a) financial management capacity; <input type="checkbox"/> how contracted funds will be kept separate; <input type="checkbox"/> how info will be made available for auditing & monitoring; <input type="checkbox"/> staff qualifications	_____

	<input type="checkbox"/> (b) Previous experience administering federal grants; <input type="checkbox"/> previous funding from a workforce region; <input type="checkbox"/> any WIOA youth sub-contract experience; <input type="checkbox"/> including fiscal monitoring <input type="checkbox"/> (c) Fiscal accountability, timely, and appropriate expenditure of WIOA funds <input type="checkbox"/> (d) Internally track actual and projected obligations and encumbrances <input type="checkbox"/> (e) Ability and method to repay disallowed costs <input type="checkbox"/> (f) Capacity to track expenses down to the participant level <input type="checkbox"/> (g) Experience with cost reimbursement contracts; how to provide start-up costs; how to bear costs till invoice reimbursed <input type="checkbox"/> (h) Two most recent audit reports <input type="checkbox"/> (i) Any work in addition to this contract; what percentage of time on this contract <input type="checkbox"/> (j) Organization's major funding sources; if a consortium, funding sources for each <input type="checkbox"/> (k) Certificate of insurance Comments:	
J. Relationship to the FHWB <i>(2.5 points poss.)</i>	<input type="checkbox"/> (1) Understanding of relationship <input type="checkbox"/> (2) how Board and FHWB staff have input <input type="checkbox"/> (3) examples of FHWB authority <input type="checkbox"/> (4) examples of CC discretion Comments:	<hr/>
Total Points Assigned		<hr/>
Overall comments if desired...e.g. <ul style="list-style-type: none"> to what extent does the proposer and plan appear to meet the MA Quality Standards for Career Center Operations (cost effectiveness, integrated services, performance management, demand-driven philosophy, maximizing access for jobseekers/business, and effective leadership/management)? to what extent does the proposer attend to the Important Considerations outlined in Part I? Click or tap here to enter text.		

Date of Review: _____

K. Budget
(15 points possible)

SCORED SEPARATELY

- All proposed expenditures are allowable costs.
- Cost allocation method clear.
- If For-Profit intentions/practices clear.
- If using subcontractors, named and description of services
- If direct cost allocation plan, described plan when costs are allocable to more than one program/funding source
- Expansion/enhancement plan, if increase in FY21 funding
- Budget form clear and adequate
- Budget narrative detailed and precise
- The proposal provides all required information, staff, operational expenses and total program cost
- Proposing organization is fiscally sound
- Proposal cost/limitations are within parameters of the RFP and are allowable WIOA cost under 2CFR200
- The proposal includes a realistic budget for services provided.
- Uniform Guidance awareness

Comments:

Reviewer's Signature: _____