



PROPOSAL SCORING GUIDE SIGNATURE PAGE

<p>Proposal: Adult and Dislocated Worker Services <input type="checkbox"/> Option A – Providing career and employment services to populations with barriers <input type="checkbox"/> Option B – Designing and delivering job search and job retention/advancement workshops</p>	
<p>Name of Organization Submitting Proposal:</p>	
<p>Evaluator Name (Please Print):</p>	
<p>Evaluator Phone:</p>	
<p>Evaluator Email:</p>	
<p>Evaluator Total Proposal Score:</p>	
<p>Total Possible Points: 4</p>	
<p>Evaluator Conflict of Interest Statement:</p> <p>I affirm that I do not have a conflict of interest relative to the organization for which this evaluation has been conducted. No member of my immediate family* or I is employed or about to be employed by; has a financial or other interest in; or serves on the Board of this organization. I have neither solicited nor accepted gratuities, favors or anything of monetary value from the organization.</p> <p>* Immediate family is defined as spouse, domestic partner, parent, parent in-law, guardian, children, brother, brother in-law, sister, sister in-law, aunt, uncle, nephew, niece, cousin, wards, grandchildren, or persons residing in the same household.</p>	
<p>Signature:</p>	<p>Date:</p>



PROPOSAL SCORING GUIDE

Following are the two Proposal Scoring Guides that will be used to evaluate each proposal.

- Minimum Proposal Requirements Scoring Sheet
- Proposal Narrative Scoring Sheet

MINIMUM PROPOSAL REQUIREMENTS SCORING SHEET

All proposals will be reviewed for the following minimum requirements.
Any proposals not meeting these requirements will not be considered.

Proposal submitted by _____.

Proposal does not exceed the amount of money made available by the RFP. Yes No

The proposal narrative does not exceed the maximum of 20 pages (not including attachments). Yes No

Format requirements:

- 12-point Arial type font Yes No
- 1-inch margins Yes No
- Not bound, only stapled Yes No
- Proposal Cover Page Yes No
- Proposal Checklist Yes No
- Statement of Compliance Yes No
- Administrative Requirements Yes No
- Sample curriculum Yes No NA
- Video Yes No NA

Administrative Requirements Attachments (see pg 16):

- Documentation proving legal entity Yes No
- Job descriptions and resumes for staff in management positions Yes No
- Current financial administration policies and procedures or fiscal guidelines Yes No
- Organization’s most recent financial information Yes No
- Current cost allocation plans Yes No
- Timekeeping policies and procedures Yes No
- Current insurance coverage Yes No
- Current Personnel policies and procedures Table of Contents Yes No
- Assurance of compliance with Federal Civil Rights law Yes No
- Description of organization’s technological capabilities Yes No

PROPOSAL NARRATIVE SCORING SHEET

All proposals meeting the minimum requirements will be reviewed against the following criteria.

Scale definitions:

- 0 Not addressed
- 1 Mentioned but not explained
- 2 Some explanation, but little specific detail or details are inconsistent
- 3 Some specific detail, but still has gaps
- 4 Clearly and thoroughly addressed

Category	Criteria	Rating
Experience and Past Performance (20%)	1. The proposal describes the organizational capacity and staff’s workforce development knowledge and experience to successfully deliver proposed services and activities.	0 1 2 3 4
	2. The proposal provides evidence of past program performance success.	0 1 2 3 4
	3. The proposal demonstrates the organization’s ability to ensure fiscal compliance.	0 1 2 3 4
	4. The proposal describes performance improvement processes used to monitor the organization’s success.	0 1 2 3 4
	Experience and Past Performance Total	
Program Design (40%)	1. The proposal describes where and how services will be delivered. Proposed location of services will meet the needs of the target populations.	0 1 2 3 4
	2. The proposed service delivery incorporates motivational and strength-based service delivery practices.	0 1 2 3 4
	3. The proposal describes how proposed services and activities will lead to the attainment of local goals.	0 1 2 3 4
	4. The proposal describes how program design will support participants acquiring the skills required to successfully find and retain jobs and careers in targeted industry sectors.	0 1 2 3 4
	5. The proposal demonstrates knowledge and understanding of the demographics and the economy in our region.	0 1 2 3 4
	6. The proposal describes how the program elements will be made available. The proposal describes evidenced-based practices used for each of the elements provided.	0 1 2 3 4
	7. The proposal describes the assessments and for Option A, the assessment process to be used at intake. The intake assessment and process identifies strengths as well as needs.	0 1 2 3 4
	8. The proposal describes program recruiting and retention methods. Recruiting methods match characteristics of target populations.	0 1 2 3 4
	9. The proposal describes follow-up activities to be conducted.	0 1 2 3 4
	10. The proposal describes creative, innovative, and successful methods to ensure communication with program participants after finding employment.	0 1 2 3 4
	11. The proposal describes how program success will be monitored. The proposal describes performance measures addressed by these services.	0 1 2 3 4
	12. The proposal clearly describes the relationship between performance measures addressed and proposed services.	0 1 2 3 4
	Program Design Total	

Category	Criteria	Rating
Staffing Plan (15%)	1. The proposal describes the organizational capacity to successfully deliver proposed services and activities.	0 1 2 3 4
	2. The proposal includes staff development activities to ensure staff will have current skills needed to effectively deliver services.	0 1 2 3 4
Staffing Plan Total		
Program Cost (25%)	1. The proposal includes a realistic budget for services provided.	0 1 2 3 4
	2. All proposed expenditures are allowable costs.	0 1 2 3 4
	3. The proposal includes a description of leveraged funds from other organizations.	0 1 2 3 4
	4. The budget narrative aligns with proposed activities and reflects all major expenditures for successful program delivery.	0 1 2 3 4
	5. The proposal is cost effective and includes a reasonable cost-per-participant.	0 1 2 3 4
Program Cost Total		

SUMMARY OF SCORES

Scoring Criteria and Available Points	Total Points Awarded for this Section	Divided by	Number of Criteria in Section	Equals	Score	Multiplied by	Category Weight %	Equals	Section Total
Experience and Past Performance (16 pts possible)		÷	4	=		x	20%	=	
Program Design (48 pts possible)		÷	12	=		x	40%	=	
Staffing Plan (8 pts possible)		÷	2	=		x	15%	=	
Program Cost (20 pts possible)		÷	5	=		x	25%	=	
Total Proposal Score (Highest Possible Score = 4)									

REFERENCE CHECKS: Will be done by WICCO staff.