

**Area 12 EVALUATION TOOL FOR YOUTH SERVICES RFP**

RESPONDENT ORGANIZATION: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

<p align="center"><b>ORGANIZATION'S DEMONSTRATED ABILITY 7.1.1</b></p>	<p align="center"><b>COMMENTS</b></p>	<p align="center"><b>POINTS</b> (38 max including up to 5 bonus points): <i>0=Missing 1=Minimal 2=Adequate 3=Excellent</i></p>
1. Brief history of the organization.		
2. Experience with WIOA and/or youth workforce development programming.		
3. Provided number of youth previously served.		
4. Organizational charts: 1. Overall organizational chart. 2. Respondent and WIBBCW management structure.		
5. Explanation provided of how WIBBCW will be notified of staffing changes.		
6. Indicated any conflict of interest. <i>(if not applicable automatically provide 3 points)</i>		
7. Included resumes of key staff.		
8. Three references.		
9. Description of 60-day transition plan.		
10. Strategy for Continuous Improvement.		
11. Organization's safety and security policies and procedures.		

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<b>7.1.1 Continued: ORGANIZATION'S DEMONSTRATED ABILITY</b>	<b>COMMENTS</b>	<b>POINTS</b>
Unique aspects / best practices?		<i>(Up to 5 Bonus points)</i>
<b>7.1.1 TOTAL</b>		

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<b>WIOA YOUTH PROGRAM DESIGN 7.1.2</b>	<b>COMMENTS</b>	<b>POINTS</b> (38 max including up to 5 bonus points): <i>0=Missing 1=Minimal 2=Adequate 3=Excellent</i>
1. Population Description.		
2. In-School/out-of-school service projection.		
3. Described how client services will be provided fairly and tracked in each county.		
4. Innovative approaches and methods to recruit and maintain engagement.		
5. Details on how the program will increase employment and post-secondary opportunities.		
6. How voices of the youth will be incorporated into the program.		
7. Description of services that will be provided to youth who do not qualify for WIOA training services.		
8. List of assessment tools that will be used.		
9. Innovative approaches to identify career passions and goals.		
10. Information on state-of-the-art workshops that will be provided.		
11. Description of how customer feedback will be captured and reported.		

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<b>7.1.2 Continued: WIOA YOUTH PROGRAM DESIGN</b>	<b>COMMENTS</b>	<b>POINTS</b>
Unique aspects / best practices?		<b>(Up to 5 bonus points)</b>
<b>7.1.2 TOTAL</b>		

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<p align="center"><b>REQUIRED ELEMENTS</b> <b>7.1.3</b></p>	<p align="center"><b>COMMENTS</b></p>	<p align="center"><b>POINTS:</b> <b>(47 max with up to 5 bonus points)</b> <i>0=Missing 1=Minimal</i> <i>2=Adequate 3=Excellent</i></p>
1. Description of how staff will enroll participants, including how they will determine eligibility.		
2. Description of how the organization will ensure that the WIOA 14 elements are available.		
3. Identified amount of projected ITA enrollments.		
4. Provided details on how a description of a customer’s need for supportive services will be identified.		
5. Description of how resources from other community organizations may be leveraged.		
6. Description of innovative approaches on how staff will keep youth engaged during follow-up.		
7. Description of successful partnerships.		
8. Experience with pre-apprenticeship and apprenticeship programs.		
9. Plans to develop relationships with businesses to promote work experience programs.		
10. How OhioMeansJobs.com, career exploration and labor exchange technology will be used.		
11. How technology will be used to enhance services.		

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<b>7.1.3 Continued: REQUIRED ELEMENTS</b>	<b>COMMENTS</b>	<b>POINTS</b>
13. Description of partnering and collaboration with CCMEP TANF Lead Agencies.		
14. Provided details on how the organization will emphasize work experience programs.		
Unique aspects / best practices?		<b>(Up to 5 bonus points)</b>
<b>7.1.3 TOTAL</b>		

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<p align="center"><b>PERFORMANCE 7.1.4</b></p>	<p align="center"><b>COMMENTS</b></p>	<p align="center"><b>POINTS: (35 max with up to 5 bonus points) 0=Missing 1=Minimal 2=Adequate 3=Excellent</b></p>
1. Description of the process to track performance.		
2. Description of how organization will meet minimum enrollment numbers.		
3. Provided organizations ability to use OWCMS.		
4. References to anytime WIOA performances were not met. <i>(if not applicable automatically provide 3 points)</i>		
5. Provided steps taken to improve progress when performance measures were not met. <i>(if not applicable automatically provide 3 points)</i>		
6. Provided details on tracking the spending requirement that 25% of funding be spent on work experience programs.		
7. Explained how organization will monitor that 80% of funds will be spent on out-of-school youth programing.		
8. Provided details ensuring compliance with EEO and ADA.		
9. Explained how the organization will ensure federal and state confidentiality laws are followed.		
10. Explained compliance with the Buy American Act.		

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<b>7.1.4 Continued: PERFORMANCE</b>	<b>COMMENTS</b>	<b>POINTS:</b>
Unique aspects / best practices?		<b>(Up to 5 bonus points)</b>
<b>7.1.4 TOTAL</b>		

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<p align="center"><b>COST PROPOSAL 7.2</b></p>	<p align="center"><b>COMMENTS</b></p>	<p align="center"><b>POINTS: (47 max with up to 5 bonus points) 0=Missing 1=Minimal 2=Adequate 3=Excellent</b></p>
<p>1. Provided budget forms.</p>		
<p>2. Provided narrative for salaries, fringe benefits, occupancy, communication, equipment, office supplies, dues and subscriptions, staff travel, ITA, OJT, work experience and supportive services with a description on how costs were calculated.</p>		
<p>3. Provided a narrative explaining indirect costs and/or profit costs. <i>(if not applicable automatically provide 3 points)</i></p>		
<p>4. If applicable provided an indirect cost plan. <i>(if not applicable automatically provide 3 points)</i></p>		
<p>5. Provided organization's primary funding sources and explained how cash flow is sufficient for a cost reimbursement arrangement.</p>		
<p>6. Provided details on organization's fiscal and accounting procedures.</p>		
<p>7. Provided experience with managing federal funds, along with details regarding fiscal staff administering the funds.</p>		
<p>8. Described the organization's accounting system.</p>		
<p>9. Described internal controls to compare actual expenditures with budget agreement.</p>		

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<b>7.2 Continued: COST PROPOSAL</b>	<b>COMMENTS</b>	<b>POINTS:</b>
10. Described how organization will handle costs that may disallowed.		
11. Described how WIOA funds will not supplant other state or federal funds.		
12. List all federally funded programs. <i>(if not applicable automatically provide 3 points)</i>		
13. Described any time sub-agreement or contracted funds were returned or unspent.		
14. Describe any alternative, leveraged or in-kind contributions that will be committed to this proposal.		
Unique aspects / best practices?		<b>(Up to 5 bonus points)</b>
<b>7.2 TOTAL</b>		

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<p align="center"><b>System and Fiscal Administration Components 7.3</b></p>	<p align="center"><b>COMMENTS</b></p>	<p align="center"><b>POINTS: (18 max)</b> <i>0=Missing 1=Minimal 2=Adequate 3=Excellent</i></p>
1. Provided Insurance Certification.		
2. Provided copies of previous two-year audits.		
3. Provided Assurances and Certifications.		
4. If applicable provided sub agreements and/or subrecipient, consortium agreements. <i>(if not applicable automatically provide 3 points)</i>		
5. If applicable, provided existing or pending legal action disclosures. <i>(if not applicable automatically provide 3 points)</i>		
6. Followed 7.3.6 General Copy Requirements: 12 Pt. font, numbered pages, cover page, 60 pages or less (not counting attachments, amendments, exhibits, positions, descriptions, resumes and references), submitted 7 copies and electronic version.		
<b>7.3 TOTAL</b>		