Youth Services Proposal Scoring Form

Chemung, Schuyler and Steuben Counties

Use one copy per rater for each responsive proposal. This form follows the nine criteria and 220-point scale in Addendum No. 2 dated October 15, 2026.

Proposing organization: _____

Rater name: _____ Review date: _____

Rater instructions

- Score only proposals cleared through initial completeness and responsiveness screening. Refer missing documents or eligibility concerns to the O&O Committee Chair.
- Evaluate the specificity, feasibility, commitments, and supporting evidence in the proposal. General assurances without an implementation method or supporting evidence may receive reduced or no points.
- Assign one number score from zero to the stated maximum for each criterion. Subcomponent weights are reproduced as reference; they are not additional points. Do not change weights or introduce bonus points or new thresholds.
- Support each score with strengths, weaknesses, and proposal page references. Apply the same approach to every proposal. Record questions; do not contact bidders directly.

Score summary

Criterion	Maximum	Awarded
A1 Outreach, recruitment and enrollment • 5 points: Innovative and credible strategy to identify and engage out-of-school youth (____/5) • 5 points: Includes youth facing barriers to participation (____/5) • 15 points: Includes precise plan to determine and document eligibility, accurate data entry and DEV maintenance (____/15) • 10 points: Includes a precise plan to achieve continuous enrollment and engagement for at least 45 youth in each full program year (____/10)	35	_____
A2 Service design and participant experience • 10 points: Clear, participant-centered path from intake and objective assessment through the Individual Service Strategy (____/10) • 10 points: Clear plan on how required program elements will be provided (____/10) • 10 points: Well-designed plan for how the case management will be upheld (____/10) • 15 points: Plan for providing and tracking follow-up which includes how to stay in contact with participants after exit (____/15)	45	_____

A3 Work Experience • 10 points: Reasonable number of proposed paid and unpaid work experience opportunities (____/10) • 15 points: Quality and viability of proposed paid and unpaid work experience opportunities (____/15) • 10 points: Variety of proposed paid and unpaid Work Experience opportunities (____/10)	35	_____
A4 Performance and continuous improvement • 2.5 points: A specific method to track enrollments is defined (____/2.5) • 2.5 points: A specific method to track participation is defined (____/2.5) • 5 points: A specific method to track credentials is defined (____/5) • 5 points: A specific method to track employment or education outcomes is defined (____/5) • 5 points: A specific method to track work experience activities is defined (____/5) • 5 points: A specific method to track expenditures is defined (____/5)	25	_____
A5 Organizational capacity and implementation • 5 points: Relevant organization experience (____/5) • 5 points: Qualified staff (____/5) • 2.5 points: Defined assignments (____/2.5) • 2.5 points: Supervision (____/2.5) • 5 points: Partner roles (____/5) • 5 points: Realistic implementation schedule (____/5)	25	_____
A6 Accessibility and coordination • 5 points: Explained how youth across the region will reach and utilize transportation services (____/5) • 2.5 points: Explained how youth across the region will reach and utilize various service locations (____/2.5) • 2.5 points: Explained how youth across the region will reach and utilize services, including scheduling (____/2.5) • 5 points: Explained how youth across the region will reach and utilize accommodation services (____/5) • 5 points: Explained how youth across the region will reach and utilize language and disability access services (____/5) • 5 points: Explained how youth across the region will reach and utilize technology access services (____/5)	25	_____

B1 Budget clarity and reasonableness • 2.5 points: Proposed costs are detailed (____/2.5) • 2.5 points: Proposed costs are adequately explained (____/2.5) • 2.5 points: Proposed costs are necessary and reasonable for fulfillment of the grant funds in accordance with the Uniform Guidance, 2 CFR Part 200.403 & 404 and the proposed enrollment and services (____/2.5) • 2.5 points: Proposed costs are consistent and complete in accordance with the program narrative (____/2.5)	10	_____
B2 Work Experience funding plan • 5 points: Budget presents a credible method to meet the RFP work experience expenditure requirement (____/5) • 5 points: Budget presents a traceable method to meet the RFP work experience expenditure requirement (____/5)	10	_____
B3 Documented leveraged resources • 3 points: Partner resources and support opportunities are included to strengthen the proposal without duplicating cost (____/3) • 2 points: Employer contributions which are in-kind are included and strengthen the proposal without duplication or supplanting cost to the limited grant resource funding (____/2) • 5 points: Other leveraged resources have been clearly identified and strengthen the proposal aiding with ensuring costs and efforts are not duplicated or supplanted to grant funding, thereby ensuring the maximum benefit of the grant funds are realized by participants (____/5)	10	_____
A subtotal	190	_____
B subtotal	30	_____
TOTAL	220	_____

Rater disclosure: Any actual or apparent conflict affecting this review? ☐ No ☐ Yes

If yes, disclose it to the O&O Committee Chair before scoring. Details: _____

Program Strength and Narrative

Organization: _____ Rater: _____

A1 Outreach recruitment and enrollment

Published subcomponent weights: Identify and engage out-of-school youth (5); Engage youth facing barriers to participation (5); Determine and document eligibility; accurate data entry and retention of DEV (15); Continuous enrollment and engagement of at least 45 youth actively in training or work experiences each full program year (10).

Consider referral sources, partnerships, staffing responsibilities, recruitment events and methods, milestones, retention practices, and corrective action if enrollment falls behind.

Score awarded: _____ / 35 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

A2 Service design and participant experience

Published subcomponent weights: Participant-centered path from intake and objective assessment through the Individual Service Strategy (10); Delivery plan for required program elements (10); Case management plan (15); Follow-up delivery and tracking, including contact after exit (10).

Consider connections between education and employment; individual needs and barriers; sustained engagement, coordinated services, documented progress, and successful outcomes.

Score awarded: _____ / 45 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

Program Strength and Narrative

Organization: _____ Rater: _____

A3 Work Experience

Published subcomponent weights: Number of paid and unpaid opportunities (10); Quality of paid and unpaid opportunities (15); Variety of paid and unpaid opportunities (10).

Consider employer outreach, worksite development and support, participant preparation, supervision, career-goal alignment, and a credible approach to the Work Experience expenditure requirement.

Score awarded: _____ / 35 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

A4 Performance and continuous improvement

Published subcomponent weights: Track enrollment (2.5); Track participation (2.5); Track credentials (5); Track employment or education outcomes (5); Track Work Experience activity (5); Track expenditures (5).

Consider assigned responsibilities, reporting frequency, data systems and tools, quality controls, and how data will identify problems and prompt timely service adjustments.

Score awarded: _____ / 25 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

Program Strength and Narrative

Organization: _____ Rater: _____

A5 Organizational capacity and implementation

Published subcomponent weights: Relevant organizational experience (5); Qualified staff (5); Defined assignments (2.5); Supervision (2.5); Partner roles (5); Realistic implementation schedule (5).

Consider operational, fiscal, and administrative ability to begin services promptly and sustain compliant, high-quality services throughout the contract period.

Score awarded: _____ / 25 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

A6 Accessibility and coordination

Published subcomponent weights: Transportation (5); Service locations (2.5); Scheduling (2.5); Accommodations (5); Language and disability access (5); Technology access (5).

Consider access throughout the region, coordinated referrals, collaboration with workforce, education, employer and community partners, documented commitments, and referral follow-through.

Score awarded: _____ / 25 Proposal page references: _____

Strengths and evidence supporting the score:

_____

_____

Weaknesses, missing detail, or clarification needed:

_____

_____

Budget and Leveraged Funding

Organization: _____ Rater: _____

B1 Budget clarity and reasonableness

Published subcomponent weights: Detailed proposed costs (2); Adequate cost explanations (2); Necessary and reasonable costs for enrollment and services (3); Consistency with program narrative (3).

Consider staffing, cost per participant, direct-service investment, administrative costs, and support for assumptions and calculations.

Score awarded: _____ / 10 Proposal page references: _____

Strengths, weaknesses, and evidence supporting the score:

_____

B2 Work Experience funding plan

Published subcomponent weights: Credible funding method (2.5); Traceable funding method (2.5); Meets RFP Work Experience expenditure requirement (5).

Consider clearly identified, realistic wages or stipends and other allowable costs aligned with program design and projected participation. The addendum requires at least 30% for Work Experience.

Score awarded: _____ / 10 Proposal page references: _____

Strengths, weaknesses, and evidence supporting the score:

_____

B3 Documented leveraged resources

Published subcomponent weights: Partner services (3); Employer contributions (2); Other leveraged resources (5).

Consider source, intended use, value or scope, commitment status, and how resources strengthen the program without duplicating award costs.

Score awarded: _____ / 10 Proposal page references: _____

Strengths, weaknesses, and evidence supporting the score:

_____

Final review

Confirm all nine scores are entered and copied to the summary.

Rater signature: _____ Date: _____

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