

WIOA Title I Youth Services RFP

EVALUATOR PROPOSAL RATING SHEET

Proposing Agency: _____

Proposal Title: _____

Evaluator Name: _____

Date of Evaluation: _____

Scoring Instructions & Guidelines

Evaluators are required to read, review, and score each submitted proposal independently. Scores must be grounded strictly in the evidence provided within the proposal narrative and accompanying budget attachments. For every section, please record the points awarded and provide detailed qualitative comments to support your score. These comments are essential for providing constructive feedback to bidders and defending procurement decisions in the event of an appeal.

- **Fully Capable (90-100% of points):** The applicant demonstrates complete, comprehensive, and high-quality capacity, providing detailed evidence, established partnerships, and innovative solutions that exceed baseline requirements.
- **Sufficiently Capable (70-89% of points):** The applicant meets the core requirements and demonstrates solid program capabilities, though some minor details, staffing depth, or regional coverage plans could be further clarified.
- **Incapable (Below 70% of points):** The applicant fails to address key requirements, lacks sufficient experience, or provides generic responses with inadequate operational or fiscal detail.

Detailed Scoring Rubric

SECTION I: PROGRAM STRENGTH (200 Points Available)

1. Multi-Agency Leadership - Agency Capacity (20 pts)

Max: 20

Score: _____

Evaluates the agency's organizational capacity to drive and lead a multi-agency collaborative initiative focused on disadvantaged out-of-school youth (OSY).

Focus: Look for organizational structure, administrative stability, and historical

Comments & Justification:

success in operating workforce development collaborations.

2. Multi-Agency Leadership - Staff Experience (20 pts)

Max: 20
Score: _____

Evaluates the qualifications, educational background, and direct experience of administrative and program leadership staff in coordinating multi-agency networks.

Comments & Justification:

Focus: Requirements for college degree and 1+ years experience (or High School/Equivalency + 5 years experience) with disadvantaged populations.

3. OSY Recruitment Strategy (10 pts)

Max: 10
Score: _____

Assess the agency's plan for outreach and year-round recruitment of high-barrier, disadvantaged out-of-school youth (ages 16-24) across the region.

Comments & Justification:

Focus: Credibility of recruitment methods, focus on high-risk dropouts, parenting/pregnant youth, offenders, and homeless/runaway youth.

4. Comprehensive Case Management & SENSE Model (20 pts)

Max: 20
Score: _____

Review the plan for case management and continuous improvement of service tracking, including the utilization of OSOS data entry and SENSE model style comments.

Comments & Justification:

Focus: Quality of case notes, documentation of services within 5 days of start, and mechanism to ensure a qualifying service occurs every 90 days.

5. Service Delivery Range (14 WIOA Elements) (20 pts)

Max: 20
Score: _____

Evaluates the applicant's service network and process for providing immediate access to all 14 required program elements across the region.

Comments & Justification:

Focus: Direct provision or established partnership agreements/MOAs with specialized entities for each of the 14 elements (including Junior Achievement for financial literacy).

6. Assessment & Individual Service Strategy (ISS) Design (20 pts)

Max: 20
Score: _____

Assess the process for providing comprehensive objective assessments (basic skills, occupational, etc.) and co-designing an age-appropriate ISS.

Focus: Mandatory use of NYSDOL CareerZone/JobZone, alignment with regional demand industries, and regular reviews/updates of goals and barriers.

Comments & Justification:

7. Three-County Regional Coverage (Schuyler, Steuben, Chemung) (10 pts)

Max: 10

Score: _____

Assess the staffing and regional presence to ensure comprehensive year-round coverage across all five physical Career Center networks (Corning, Elmira, Bath, Hornell, Montour Falls).

Focus: Sufficient staffing (suggested minimum 2 FTE Youth Navigators) distributed to cover all regions. No partial coverage is acceptable.

Comments & Justification:

8. Youth Voice & Innovative Program Design (10 pts)

Max: 10

Score: _____

Review strategies to involve youth directly in the design and delivery of services, and the implementation of innovative programming models.

Focus: Active youth input mechanisms, peer interaction activities, and flexible service schedules (including evenings and weekends).

Comments & Justification:

9. Performance Measure Attainment Plan (20 pts)

Max: 20

Score: _____

Assess the agency's specific strategy to achieve or exceed State and Federal WIOA primary indicators of performance.

Focus: Specific benchmarks, motivation techniques for skills gains, and historical credential and employment outcome success.

Comments & Justification:

10. Employer & Business Outreach (Work Experience Focused) (10 pts)

Max: 10

Score: _____

Evaluates the developer experience and outreach strategy to local businesses, particularly in regional demand industry clusters.

Focus: Plan to meet CSS WDB priority of spending a minimum of 30% (targeting 50% or more) of contract funds on Work Experience activities.

Comments & Justification:

11. Intake, Eligibility & Suitability Screen (5 pts)**Max: 5****Score:** _____

Review the process for screening eligibility and suitability prior to enrollment, targeting 100% Out-of-School Youth.

Comments & Justification:

Focus: Self-attestation processing, document validation, and working papers compliance.

12. Participant Orientation (5 pts)**Max: 5****Score:** _____

Assess the quality and breadth of program orientation provided to newly enrolled youth.

Comments & Justification:

Focus: Overview of full services, job readiness training, work site safety, sexual harassment training, and financial budgeting.

13. Program Record Maintenance (5 pts)**Max: 5****Score:** _____

Review the system for physical and electronic case file maintenance.

Comments & Justification:

Focus: Secure locking of physical records, compliance with CSS file standards, and data validation (DOB match).

14. Fiscal & Reporting Compliance (15 pts)**Max: 15****Score:** _____

Assess the administrative capability to comply with monthly invoicing, programmatic reporting, debarment screening, and general publicity coordination.

Comments & Justification:

Focus: Timely monthly vouchers (within 60 days of service), Single Audit submission, and general liability insurance (\$1M).

SECTION II: BUDGET & FINANCIAL MANAGEMENT (30 Points Available)**1. Budget Reasonableness & Fiscal Controls (10 pts)****Max: 10****Score:** _____

Assess whether the proposed program costs are reasonable, necessary, and allocable to carrying out planned functions under WIOA regulations.

Comments & Justification:

Focus: Look for adherence to the 10% administrative and indirect cost cap. Budget forms must be complete and fully supported by narrative descriptions.

2. Leveraged and In-Kind Funding (20 pts)

Max: 20

Score: _____

Evaluates the applicant's ability to leverage non-WIOA funds and integrate in-kind resources (staff, space, technology, materials) to optimize services.

Comments & Justification:

Focus: Value and source of verified leverage. Note that letters of general support do not constitute partnership agreements.

Evaluation Summary & Recommendation

Category	Points Possible	Min. Acceptable	Score Awarded
Section I: Program Strength	200	160 (80%)	0 -
Section II: Budget & Financials	30	20 (67%)	0 -
Total Cumulative Score	230	180 (78%)	0 -



Recommended for Award



Recommend with Conditions



Not Recommended for Award

 Evaluator Signature

 Date

Additional Evaluator Notes & Observations: