

**Monmouth County Workforce Development Board
Youth Services
RFP Evaluation - 2026
CC-3-2026**

Name of Contractor: _____

Name /Type of Program: _____

Name of Reviewer: _____

Please add comments, as needed, on strengths and weaknesses of each evaluation criteria.

1. Administrative Capability - 40 points earned (max 5 pts per question)

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
1.	Rate how well the Contractor has demonstrated a clear understanding of the purpose and the scope of work.			
2.	To what extent does the Contractor's reason for seeking this award of contract demonstrate integrity and desire to serve the County of Monmouth?			
3.	Rate the organization's level of experience and success providing youth services			
4.	Rate the Contractor's plan for how it will staff the program.			
5.	Rate how well you think the staff qualifications match the needs of the program. Have resumes been provided and how well are responsibilities defined?			
6.	Is there a record of reliability of timely delivery of service and on-time and on- budget implementation for similar programs?			
7	Rate how well the proposer shows collaborations with other entities providing services through MOU's and/or Worksite agreements			

8.	Rate the Contractor's documented referral process to and from partner agencies.			
----	---	--	--	--

2. Scope of Work - 60 points earned (max 5 pts per question)

9.	Rate any unique or innovative aspect to the proposal.			
10.	Rate the contractor's strategy for youth recruitment and assessment.			
11.	How effectively does the proposal describe and discuss the features and key elements of the program?			
12.	Rate the workshops proposed. How beneficial are the topics for youth?			
13.	Rate the Work Readiness Training component of the proposer's program.			
14.	Rate Contractor's approach to work experience opportunities. Are there processes in place for work-based learning that align with skills, goals and objectives identified in the ISS?			
15.	How effective do you think the Contractor's plan for ensuring/delivering the WIOA 14 required Youth Program elements is?			
16.	Rate the Contractor's plan for achieving performance outcomes and methods described for monitoring the youth's progress.			
17.	Rate placement services described by the Contractor.			
18.	Rate the follow-up services described. Are they sufficient for at least one year following completion of program?			

19.	Does the proposer demonstrate collaborative relationships with a wide base of employers?			
20.	Does the proposer have an internal monitoring procedure to measure program quality, customer satisfaction and contract compliance.			

Comments: _____

3. Budget - 15 points earned (max 5 pts per question)

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
21.	Rate the budget for completeness, reasonability, and accuracy.			
22.	How well does the budget narrative clearly detail the line-item totals.			
23.	Does the contract proposal have costs that are reasonable and justified for the services and activities described?			

Comments: _____

4. Overall – 10 points earned (max 5 pts per question)

Item #	Evaluation Criteria	Strength	Weakness	Evaluator's Score
24.	Rate if the proposal provided specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency, and accuracy.			
25.	Overall, rate how well the proposal provided a clear description of the services to be performed and specific measurable goals.			

Comments: _____

Evaluation Conclusion (please be specific):

A. Would you recommend this proposal as written? _____yes _____no

B. Accept this proposal with the discussion of:

C. Would not accept this proposal and the reason why:

Evaluation Total: total score not to exceed 125 points

- | | |
|-------------------------|-------|
| 1. Scope of Work | _____ |
| 2. Budget | _____ |
| 3. Overall | _____ |
| Total Score | _____ |

Submitted by: _____ **Date:** _____