

Monmouth County Workforce Development Board
Career Services
RFP Evaluation - 2024
CC-1-2024

Name of Contractor: _____

Name /Type of Program: _____

Name of Reviewer: _____

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

1. Scope of Work - 125 points earned (max 5 pts per question)

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
1.	Has the Contractor demonstrated a clear understanding of the purpose and the scope of work?			
2.	Does the Contractor's reason for seeking this award of contract demonstrate integrity and desire to serve the County of Monmouth?			
3.	Please rate any unique or innovative aspect to the proposal.			
4.	Does the organization have experience providing career services?			
5	Are community-based services described in the proposal and are there sufficient services described?			
6	Does the proposal include 3 references and do the 3 references show a history of career services and integrity?			
7	Please rate the Contractor plan for excellent customer service including steps around staff training and staff performance review.			
8.	Does the Contractor have a documented referral process to and from partner agencies?			
9.	Does the proposal describe how job seekers will be welcomed into the One Stop system?			

10.	Do the workshops proposed include topics that will be beneficial to job seekers and businesses alike?			
11.	Does the ITA process described by the Contractor seem sufficient?			
12.	Does the proposal address customers with barriers to success?			
13.	Please rate placement services described by the Contractor.			
14.	Are the follow-up services described sufficient for at least one year following completion of program.			
15.	Please rate Contractor's approach to work-based learning including OJT and IWT.			
16.	Does the Contractor present a youth program that presents a plan for recruitment of youth?			
17.	Does the youth program address the 14 youth program elements?			
18.	Does the Contractor have a clear plan to work with the WFNJ population?			
19.	Do staff qualifications match the needs of the program?			
20.	Does the Contractor have a clear plan for how it will staff the entire program?			
21.	Does the Contractor have a plan to instill a professional culture and accountability plan for staff?			
22.	Does the Contractor have a plan for how performance outcomes will be achieved?			
23.	Does the Contractor have familiarity with the Future Work Reporting system?			
24.	Does the Contractor offer a fluid solid transition plan from current provider of service?			

25.	Please rate transition actions steps, strategies, and timelines?			
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Comments: _____

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

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
26.	Is the budget complete, reasonable, and accurate?			
27.	Does the budget narrative clearly detail the line item totals (including a rationale for each line item)?			
28.	Does the contract have costs that are reasonable and justified for the services and activities proposed?			

Comments: _____

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

Item #	Evaluation Criteria	Strength	Weakness	Evaluator's Score
29.	This proposal provided specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency, and accuracy.			
30.	Overall, does the proposal provide a clear description of the services to be performed and its 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 150 points

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

Submitted by: _____ Date: _____