

**Monmouth County Workforce Development Board  
One-Stop Operator Services  
RFP Evaluation 2023-2024  
CC-2-2024**

Name of Contractor: \_\_\_\_\_

Name /Type of Program: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

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

**1. Staff/Project Management - 25 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
1.	Does identified staff have the qualifications to perform the One Stop Operator function?			
2.	Have 3 references been included with proposal?			
3.	Does the proposal describe a clear plan for communication and collaboration?			
4.	Does the proposal describe how the One Stop Operator will report performance measures?			
5.	Does the One Stop Operator have knowledge of the FutureWork system?			

Comments: \_\_\_\_\_

**2. Qualification and Relevant Experience – 20 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's Score
6.	Does the proposal demonstrate a clear understanding of the purpose and the scope of work to be performed?			

7.	Does the proposal show that the consultant has relevant experience working with WIOA or with workforce programs? If not, has the consultant worked with programs that provide similar services?			
8.	Does the consultant have experience working with implementing systems and processes with collaborative partners?			
9.	Are formal and/or proposed cooperative/collaborative agreements attached?			

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.Approach to Work - 35 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
10.	Extent to which the proposal addresses how coordination will be established to develop and update Memorandums of Understanding among partner organizations participating in the One-Stop System?			
11	Does the proposal address coordination with partners that provide the required access to programs and activities through the One-Stop system?			
12.	Does the proposal address how the One Stop Operator will ensure that partner agencies will work together seamlessly?			
13.	Does the proposal describe plan to provide access to services both in-person and remote?			
14.	Does the proposal demonstrate how the Contractor will verify partners are participating in the operation of the One-Stop consistent with the terms of the MOU and appropriate regulations?			

15.	Does the proposal demonstrate how the One Stop Operator will ensure how the MOU will remain up to date and that partners are complying with its elements?			
16.	Does the proposal demonstrate the capability to update and maintain appropriate reporting tools to identify administrative, programmatic, or other issues?			

**4. Budget - 10 points earned (max 5 pts per question)**

Item #	Evaluation Criteria	Strengths	Weakness	Evaluator's score
17.	Is the budget complete, reasonable, and accurate?			
18.	Does the budget narrative clearly detail the line item totals (including a rationale for each line item)?			

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Item #	Evaluation Criteria	Strength	Weakness	Evaluator's Score
19.	Does this proposal provide specific, more than adequate and thorough information in response to the narrative questions and responded with logic, consistency, and accuracy?			
20.	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 100 points

- 1. Staff / Project Management \_\_\_\_\_
- 2. Qualifications and Relevant Experience \_\_\_\_\_
- 3. Approach to Work \_\_\_\_\_
- 4. Budget \_\_\_\_\_
- 5. Overall \_\_\_\_\_
- Total Score \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_