

RFP SCORING FORM
SCPa Works TANF Youth Work Experience
PROGRAM YEAR 2017

To what extent does the proposal provide a complete description of the following items:			Score
A. Program Narrative/Work Plan/Program Requirements (70) pts total			
Briefly describe your organization. Include if you are private for profit, non-profit (private or public) or government/school entity. Describe the nature of your business, the number of years you have been providing services, and any previous experience working with youth. Describe previous summer/year round youth programming provided in the past.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Identify partnerships with other entities for the provision of summer/year round work including sub-contractors (e.g. payroll processing), or any other partnerships involved with the provision of the program. Include letters of support that identify established partnerships and define partnership roles and responsibilities with the summer/year round youth program. If you are partnering or sub-contracting with another organization to provide services, you are required to submit a detailed MOU that needs to include roles and responsibilities and any outcomes.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe in detail the program being proposed. Include if the program will involve mobile work crew(s)/group activities or customized worksite placement. Describe training and activities provided to develop occupational skills and work readiness. Describe how training activities will be provided, frequency, and how success will be measured. Describe if any certificates, credentials, or academic credits will be earned by the participant.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe the specific employment activities the youth will perform; include identified worksites or proposed worksites, job descriptions, work schedules, including the number of hours worked per day, days per week, and hourly rate of pay. Describe who will be responsible to supervise the youth at each worksite. Include copies of your worksite agreements if already obtained. If not, include a blank worksite agreement.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe the target population of youth to be served by your program including age, gender & affiliations (if applicable). Describe how they will be recruited, screened for eligibility. Identify the number of youth you intend to recruit and the number of youth you intend to employ in your program.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe the intake and application process for youth participating in your program. List pre-employment screenings you will require such as physicals, drug tests and background checks.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe how youth will be matched with employment activities. What assessments will be conducted, if applicable, to help with job placement?			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe what other supportive services will be offered to your youth participants (e.g. transportation, training/certifications, safety equipment and supplies). How will case management be provided?			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Describe your communication process with the site supervisors, including frequency of worksite visits, and expectations of the worksites to report issues and intervention process.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Explain how your work and break schedule will coincide with appropriate labor regulations. Identify potential hazardous work activities/worksites and how your program will ensure appropriate safety measures are in place. Identify worksite safety protocols for injuries & accidents.			
Lacks (0-3)	Provides (4-7)	Clearly Describes (8-10)	
Total Points Section A			
B Time Line (5) pts.			

To what extent does the proposal provide a time-line chart for program year 2017 (July 1, 2017 – June 30, 2018) so that all activities to be performed can be seen in relation to each other including all administrative and operational activities?			
Lacks (0-1)	Provides (2-3)	Clearly Describes (4-5)	
Total Points Section B			
C. Description of Facility/Facilities and Location (5) pts			
To what extent does the proposal describe the organization’s facility/facilities and equipment in relation to this proposal? Does the proposal describe additional facility/facilities used to deliver the services to youth (i.e. where services will be offered, provide descriptions of the kind of equipment to be used during training, accessibility to public transportation, and address handicapped accessibility?)			
Lacks (0-1)	Provides (2-3)	Clearly Describes (4-5)	
Total Points Section C			
D. Financial Management and Organizational Experience (20) pts.			
Type of organization and what the key strengths of the agency are, i.e. the capacity, capability, and experience for operating state and federally funded employment and training programs and/or program services/activities.			
Organization’s supervisory capacity to manage contractual agreements with the SCPa Works? And staff qualified to perform the program(s), services and/or activities required by the SCPa Works?			
The proposing organization must demonstrate to SCPa Works its capability to manage TANF funds or other Federal and/or State funds. The organization must with their current operational financial management system. Identify Key Staff by name and outline qualifications. Describe how you will ensure the limits of			
Allowable costs shall be limited to those necessary and reasonable for and directly related to the proper and efficient operation of TANF services to youth. Any single costs which are properly chargeable to more than one cost category shall be prorated among the appropriate cost categories			
The most recent audit report of the organization with the proposal with no substantial findings?.			
Organizational chart showing the administrative framework of the organization.			
Identify staff by including a thorough description of their demonstrated technical competence, skills in management and administration, and professional experience within your organization to accomplish the proposed program training, services and/or activities. Proposing contractor(s) must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with ensuing contract. Proposing contractor(s) selected will be required to assume full responsibility, including all risks and hazards, for all TANF program training, services, records and /or activities identified in this RFP			
For each position that will be funded under the proposed project, a detailed job description to include job duties and responsibilities, as well as qualifications is to be included in an attachment to the proposal. Each staff person who directly provides services to youth must complete a Child Abuse Clearance Form, Criminal Background Check and a FBI criminal history background check.			
The Project Line Item Budget			
The project line item budget will be used to determine the Fixed Unit Charge and will become part of the contract. The Project Line Item Budget is a basis for cost comparison. Additionally, proposing contractors must complete and submit a Leveraged Matching Funds Chart using the attached form found under Part B of this RFP.			
Proposing contractors must provide a detailed breakdown off all costs between administration and program. Please note that costs/activities shall be limited to those allowable/necessary and reasonable for and directly related to the proper and efficient operation of the proposed TANF program. Training, services and/or activities and must be comparable to the charges for similar Program training, services and/or activities in the area			
TANF Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.			
To what extent does the proposal identify the need for funding?			

Lacks (0-6)	Provides (7-14)	Clearly Describes (14-20)	
Total Points Section D			
Total Points			

Recommendation to Fund? Yes or NO _____

Reviewer Signature:

DRAFT