

## TANF SUMMER YOUTH EMPLOYMENT PROGRAM PRT SCORE SHEET

Reviewer Name: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_  
Program Name: \_\_\_\_\_  
Program Service Type: \_\_\_\_\_  
Target Population(s): \_\_\_\_\_

Rate the responses to each of the following categories using this scale:

5= Excellent; 4 = Good; 3 = Average; 2 = Below Average; 1 = Poor; 0 = Non-Responsive;

Select "Yes" or "No" and assign point value as indicated.

Proposer Experience and Qualifications (25 points)	Comments	Score	Adj. Score
a. Rate the vendor's qualifications that they bring to this project. Do they differentiate their services from others?			0
b. Rate the vendor's capacity to undertake the scope of work based on a demonstrated history of successfully completing similar or related work with the targeted service population.			0
c. Rate the vendor's capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls, staff, equipment, research tools, administrative and other resources.			0

d. Rate the vendor's position description for key positions.			0
e. Rate the vendor's key project personnel. Do the employees listed have adequate experience and appropriate education or licensing?			0
			0
<b>Administrative Structures and Scope of Work (40 points)</b>	<b>Comments</b>	<b>Score</b>	<b>Adj. Score</b>
a. Rate the vendor's program description.			0
b. Rate the vendor's capacity to identify and establish projects or worksites in the following areas: non-profit, government agencies, educational institutions and/or private sector that are 16-24 age appropriate for eligible youth and aligned to the youths' career/educational objectives.			0

<p>c. Rate the vendor's capacity to administer the paid pre-employment training including OMJ required registration, ten-hour job readiness program (soft skills), and OSHA 10.</p>			0
<p>d. Rate the vendor's capacity to implement the SYEP by May 1, 2016 and how the organization will transition youth into the program who are still in school during the month of May.</p>			0
<p>e. Rate the vendor's capacity to offer alternative worksites for inclement weather conditions.</p>			0
<p>f. Rate the vendor's explanation of how it will provide work experience for foster youth residing outside of Clark County (Greene and Montgomery Counties).</p>			0
<p>g. Rate the vendor's ability to accommodate youth who may have multiple barriers to employment including but not limited to mental health/behavioral issues and criminal records when developing worksites and hiring staff to directly work with this population.</p>			0

<p>h. Rate the vendor's plan to secure approved agreements for each worksite and ensure that youth are supervised at all times.</p>			0
<p>i. Rate the vendor's plan to ensure that all applicable employment and wage regulations are followed, and youth under the age of 18 will obtain work permits.</p>			0
<p>j. Rate the vendor's capacity to obtain job descriptions for the work performed at various worksites.</p>			0
<p>k. Rate the vendor's plan to accomplish each of the five outcomes listed in Section 2.4.</p>			0
<p>l. Rate the vendor's method to measure its performance against the stated outcomes.</p>			0

<p>m. Rate the vendor's methodology used to carry out this project and the reason for selecting this methodology. Did the vendor detail the tasks to be undertaken?</p>			0
<p>n. Rate the vendor's plan to assess the progress of the project.</p>			0
<p>o. Rate the vendor's plan to adjust its program if the assessment of progress yields less-than-favorable results.</p>			0
<p>p. Rate the vendor's capacity to administer the employer evaluation and the youth evaluation and when these evaluations will be conducted.</p>			0
<p>q. Rate the vendor's management approach and project management organizational structure including reporting levels and lines of authority.</p>			0

r. Rate the vendor's approach to project control including details of the methods used in controlling project activities.			0
s. Rate the vendor's identification of the pertinent issues as well as the potential risks and problems, which may occur on projects of this type.			0
t. Rate the vendor's plan to avoid or mitigate any problems and steps to be taken should the problem occur. Did the vendor incorporate activities in the project plan to reduce the occurrence, severity, and impact of events or situations that can compromise the attainment of any project objective?			0
			0
Attachments (10 points)	Comments	Score	Adjusted Score
a. Rate the vendor's proposed subcontractors. <i>If no subcontractors are proposed, comment N/A and do not score.</i>			0

b. Did the vendor include three letters of reference for similar projects it has completed? (If Yes- 5 Pts., If No- 0 Pts.)			0
c. Rate the vendor's experience based on the letters of reference.			0
d. Did the vendor include a chart which outlines the project schedule including all project activities and deliverables and the timeframes for completion of each? (If Yes- 5 Pts., If No- 0 Pts.)			0
e. Rate the vendor's project schedule. Are the timeframes reasonable? Are all project activities and deliverables included?			0
Include comments here about any additional information submitted in the attachments section. Do not assign a score to this section.			
			0

Did the proposal contain any of the following:	Comments	Score	Total
a. Introduction Elements <b>(deduct one point for each element that is missing)</b> Cover Page- 5 elements Cover Letter- 5 elements Table of Contents- 1 element Conflict of Interest- 1 element Mandatory Disclosures- 2 elements Financial Statement- 5 elements Exec. Summary- 9 elements Required Forms- 5 elements			0
b. Assumptions <b>(If Yes- -2 Pts., If No- 0 Pts.)</b>			0
c. Lack of sufficient detail <b>(If Yes- -2 Pts., If No- 0 Pts.)</b>			0
d. Poor organization <b>(If Yes- -2 Pts., If No- 0 Pts.)</b>			0
e. Lack of proofreading <b>(If Yes- -2 Pts., If No- 0 Pts.)</b>			0
f. Unnecessary use of self-promotional claims <b>(If Yes- -2 Pts., If No- 0 Pts.)</b>			0
			0

Overall Proposal Scoring		Score
Proposer Experience and Qualifications		0
Administrative Structures and Scope of Work		0
Attachments		0
Deductions		0
		0