

**WORKFORCE DEVELOPMENT EMPLOYER SERVICES PROGRAM RFP  
TECHNICAL PROPOSAL 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.

<b>Proposer Experience and Qualifications (25 points)</b>	<b>Comments</b>	<b>Score</b>	<b>Adj. Score</b>
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 explanation of how it meets the additional prior experience requirements for the specific program listed in Section 2.2.			0

e. Rate the vendor's position description for key positions.			0
f. 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 statement of how the proposed program is specifically designed to meet the needs of the target population it will serve.			0
c. Rate the methods and procedures vendor will use to develop and operate a proactive WDESP.			0
d. Rate the methods and procedures the vendor will use to promote OMJ employer services.			0

e. Rate the vendor's description of how its program will operate within the mission of the WDESP.			0
f. Rate the vendor's description of how its program will comply with the five major areas of responsibilities of WDESP.			0
g. Rate the vendor's description of their twelve deliverables. Are they well-defined, specific, achievable, and measurable? Do they make sense within the scope of the target population?			0
h. Rate the vendor's description of their six outcomes. Are they well-defined, specific, achievable, and measurable? Do they make sense within the scope of the target population?			0
j. Rate the vendor's method to measure its performance against the stated outcomes.			0
k. 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?			0
l. Rate the vendor's plan to assess the progress of the project while it is underway.			0

<p>m. Rate the vendor's plan to adjust its program if the assessment of progress yields less-than-favorable results.</p>			0
<p>n. Rate vendor's method to comply with all reporting requirements listed in section 2.5.</p>			0
<p>p. Rate the vendor's management approach and project management organizational structure including reporting levels and lines of authority.</p>			0
<p>q. Rate the vendor's approach to project control including details of the methods used in controlling project activities.</p>			0
<p>r. 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.</p>			0
<p>s. 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?</p>			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
			0.00

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