

Addendum Appendix D – Evaluation Criteria Adult & Dislocated Worker

The Evaluation Team will use the following guiding principles to assess submitted proposals:

- Ability of the program to help the South Central Iowa Workforce Area meet performance goals
- Reasonableness and affordability of the unit price
- How well the program will collaborate with other organizations in the community
- Organizational capacity and experience in providing programs for adult and dislocated worker programs.

Bidders must receive a score of 50 points or higher to be eligible to be awarded a contract. Proposals will be evaluated using the assigned point totals for the following criteria:

Category	Criteria	Score
<i>Table of Contents, Executive Summary</i>		
5 points	Clear table of contents. Clear executive summary.	
<i>Business Description and Qualifications</i>		
5 points	Provides an overview of organization including: primary location of the organization, type of organization, size of the organization, years in business, history, mission and vision.	
5 points	Provides evidence of the organization’s ability to successfully perform the services described in the RFP, including descriptions of past projects completed with a similar scope.	
5 points	Describes the organization’s knowledge, expertise, and experience working with youth facing challenges within the workforce development industry and/or nonprofit sector.	
5 points	Describes the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of Adult and Dislocated Workers served.	
5 points	Describes the staffing plan and qualifications of staff.	
<i>Target Population, Recruitment, and Enrollment</i>		
5 points	Describes the demographics and characteristics of the Local Area to be served and/or the target population	
5 points	Describes the potential challenges that may arise in engaging and enrolling this population.	

5 points	Describes plan to recruit eligible Adult and Dislocated Workers.
5 points	Outlines the process to be used for selection of Adult and Dislocated Workers.
5 points	Describes how many Adult and Dislocated Workers will be enrolled in year one.
5 points	Discusses how outreach strategy will combine with the work of the One-Stop Centers and Adult and Dislocated Worker agencies.
5 points	Describes the intake process, including collection of basic information from potential clients, informing potential clients of available services in your organization and determination of client suitability for program services.
<i>Customer Experience</i>	
5 points	Describes the key steps and milestones youth will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.
5 points	Describes how the organization will ensure, measure and continuously improve the experience of the Adult and Dislocated Workers.
<i>Supportive Services</i>	
5 points	Describes barriers to successful reconnection and completion of education and/or employment that the target population faces.
5 points	Outlines the process of how assessment results will be used to determine appropriate services and identify needs.
5 points	Describes what incentives, support services will be used to address these barriers.
5 points	Describes how organization will incorporate mental/behavioral health services, case management and other support they will provide to program participants.
<i>Performance, Administration, and Project Management</i>	
5 points	Describes the strategy for understanding, monitoring and measuring Adult and Dislocated Workers performance measures and outcomes.
5 points	Describes retention strategies for Adult and Dislocated Workers.
5 points	Describes the process for ensuring quality, compliance and proper documentation for all Adult and Dislocated Worker files.
5 points	Describes how the organization will ensure funds are used properly and according to the spending plan.

5 points	Describes local procedures to track and monitor expenditure of funds for Adult and Dislocated Workers.
5 points	Summarizes internal evaluation and control procedures to ensure compliance with financial, regulatory and contractual requirements.
5 points	Provides organization's policies and procedures to identify and track the funding streams which pay costs of services provided to individuals who are participating in youth and adult programs concurrently.
<i>Access and Locations</i>	
5 points	Demonstrates how the proposed program will increase access and address transportation and other barriers for program participants.
5 points	Describes how the youth program will be connected to the One-Stop System in the counties included in the Local Area.
5 points	Describes transition plan.
<i>Partnerships</i>	
5 points	Describes partnerships that can support the goals of the programs.
5 points	Describes specific partner roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants.
5 points	Describes how partner organizations will be a part of the program design, including what their specific responsibilities will be in the delivery of services.
5 points	Describes how the organization's business services/ job development efforts in the business community will align with the One-Stop Center's business service efforts.
<i>Employer Connections</i>	
5 points	Describes organization relationship with employers in key industry clusters and the specific roles employers will play in the Local Area.
5 points	Describes past outcomes and how internships, job shadows, occupational skills training, apprenticeships, work experience, placement in employment and /or other work-based learning outcomes with employer partners.
5 points	Describes approach to job placement and how the business service representative will be used to identify employment and work-based learning opportunities for program participants.
<i>Educational Services</i>	
5 points	Describes how organization will implement tutoring, study skills training, and proven dropout recovery strategies to assist Adult and Dislocated Workers in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.

5 points	Describes activities that help Adult and Dislocated Workers prepare for and transition to workforce, training or post-secondary education.
5 points	Describes education/training programs.
5 points	Describes how proposed education/ training programs will lead to jobs with livable wages.
5 points	Describes how organization plans to provide services to Adult and Dislocated Workers
<i>Career Pathways</i>	
5 points	Describes approach to assessing Adult and Dislocated Workers, and the instruments that will be used.
5 points	Describes the sector(s)/ industries that will be focused on and why they were selected.
5 points	Describes how organization will help youth become aware of the career pathways in these sectors/ industries.
5 points	Describes how organization will connect Adult and Dislocated Workers to education that leads to post-secondary degrees and/or industry-recognized certifications.
<i>Work-Experience/ Experiential Learning</i>	
5 points	Describes how organization will provide Adult and Dislocated Workers with work-based learning opportunities (internships, work experience, pre-apprenticeship, job shadows, etc.).
5 points	Describes how WIOA funds will be spent on work experience.
<i>Work-Readiness, Financial Literacy and Entrepreneurship Training</i>	
5 points	Describes the proposed work readiness training program including techniques, evidence-based curriculum, competencies, assessments and standards for completion.
5 points	Describes the financial literacy education skills training you will offer. Outline the specific activities proposed.
5 points	Discusses how organization will provide entrepreneurship training/ activities to Adult and Dislocated Workers.
<i>Adult and Dislocated Worker Development</i>	
5 points	Describes leadership development opportunities including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
5 points	Describes how organization plans to incorporate mentoring for program participants.

<i>Local Workforce Development Board</i>	
15 points	Describes how the organization will communicate, collaborate and partner with the LWDB.
<i>Budget Information</i>	
20 points	Budget
20 points	Budget Narrative
Total	