**(Appendix B) Vendor Proposal Response Template**

**The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.**

**The evaluation committee of designated reviewers selected by the Contract Administrator shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service.**

**This section should be answered in its entirety to receive the maximum allowable points of 100.**

1. **Experience and Capability 30 points**

The evaluation committee will evaluate the applicant’s experience and capability relevant to the proposal contract, which shall include:

|  |  |  |
| --- | --- | --- |
| 1. **Necessary Skills**
 |  | **5** |
| * Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
 |  |  |
|  |  |  |
| 1. **Experience**
 |  | **10** |
| * Provided projects/contract pertinent to job placement and retention services for persons with disabilities
 |  |  |
|  |  |  |
| 1. **Quality Assurance and Evaluation**
 |  | **5** |
| * Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
* Hours of operation, flexibility.
* Ability to serve all SE Consumers
 |  |  |
|  |  |  |
| 1. **Coordination of Services**
 |  | **5** |
| * + Demonstrated capability to coordinate services with other agencies and resources in the community.
 |  |  |
|  |  |  |
| 1. **Facilities**
 |  | **5** |
| * Adequacy of facilities relative to the proposed services.
 |  |  |

1. **Project Organization and Staffing 20 points**

|  |  |  |
| --- | --- | --- |
| 1. ***Staffing***
 |  | **10** |
| * Proposed Staffing: That the proposed staffing pattern, consumer/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
 |  | (5) |
| * Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
 |  | (5) |
|  |  |  |
| * 1. ***Project Organization***
 |  | **10** |
| * Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
 |  | (5) |
| * Organization Chart**:** Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.
 |  | (5) |
|  |  |  |

1. **Service Delivery 40 points**

|  |  |  |
| --- | --- | --- |
| * Timely processing of referrals.
 |  | **(5)** |
| * Coordination and communication with referring VR Counselor via scheduled and on-demand meetings and reports.
 |  | **(5)** |
| * Number of full time equivalent positions dedicated to placement.
 |  | **(5)** |
| * Clarity in work assignments and responsibilities, and the realism of the timelines and schedules.
 |  | **(5)** |
| * Thoroughness of career profile assessment and job placement plan.
 |  | **(5)** |
| * Creative job search: Fitting the job to the individual versus fitting the individual with existing jobs with known employers.
 |  | **(5)** |
| * Ensuring consumer satisfaction with job in terms of hours, wages, and benefits.
 |  | **(5)** |
| * Job Coaching strategies to achieve job stability
 |  | **(5)** |

1. **Linkages and Partners 10 points**

* + - Linkages within the community and other partnerships that **\_\_\_\_(5)\_\_\_\_**

Enhance the program service and delivery

* + - Partnerships with employers to achieve job stability **\_\_\_\_(5)\_\_\_\_**