

Advanced Manufacturing, Technology & Hospitality Training Trust Fund  
 Hospitality Sector Pipeline Training Grant Program  
 Issued October 3, 2014  
 Reviewer Feedback & Scoring Form

Section 1: Applicant Information			
<b>Applicant Name:</b>		<b>Applicant #:</b>	
Section 2: Reviewer Information			
<b>Reviewer Name:</b>		<b>Reviewer Title:</b>	
<b>Reviewer Organization:</b>	Commonwealth Corporation	<b>Date of Review:</b>	12/5/14

Instructions
<p>Read each application and record a scaled score (Strong, Medium, Weak) and a numeric score for each category.</p> <p>For each category, there is a list of indicators that reviewers should consider when providing a scaled score. Reviewers should read the proposal and identify whether the proposal has met each indicator and provide a scaled score for each category as follows:</p> <p><b>Strong:</b> A “Strong” score should be awarded when all or most of the indicators listed under any given category are met.</p> <p><b>Medium:</b> A “Medium” score should be awarded when some of the indicators listed under any given category are met.</p> <p><b>Weak:</b> A “Weak” score should be awarded when none or very few of the indicators listed under any given category are met.</p> <p>Not all categories are weighted the same. Reviewers must translate their scaled scores to a numeric score for each category. Specific guidance about the points that should be awarded for a scaled score is provided under each category on the reviewer form. Once reviewers have read and provided both a scaled score and numeric score for each category, they should add up the numeric scores to determine the overall numeric score of the application.</p> <p>Additionally, reviewers should provide comments at the end of the reviewer form, including strengths, weaknesses and questions.</p>

Section 3: Proposal Review & Scoring		
Category	S/M/W	Score
<b>Track Record:</b> Track record of success and qualifications/capacity of applicant and partners with grant management, fiscal coordination, and implementation of proposed program design. <b>(Maximum 10 points) Strong=8-10 points, Medium=4-7 points, Weak=0-3 points</b>		
<input type="checkbox"/> Lead applicant demonstrates operational and fiscal capacity to manage public funds <input type="checkbox"/> Lead applicant or identified partners demonstrate existing capacity to recruit the target population, provide case management, deliver appropriate training and services and place participants in jobs <input type="checkbox"/> Staffing structure seems appropriate given the proposed services for the proposed target population		

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<b>Program Design:</b> Clear program design that addresses the needs of hospitality employers and prepares trainees for jobs in the target occupations <b>(Maximum 30 points) Strong=23-30 points, Medium=14-22 points, Weak=0-13 points</b>	<b>S/M/W</b>	<b>Score</b>
<input type="checkbox"/> Proposal identifies an occupation or set of occupations within the hospitality sector to target with these grant funds <input type="checkbox"/> Proposal demonstrates that the industry is of critical important to the region and that there is a need for the proposed training program and sufficient demand to employ program graduates <input type="checkbox"/> Proposal describes a realistic recruitment strategy that is likely to be successful given the identified target population <input type="checkbox"/> Proposal describes a selection and assessment process that is likely to be successful in identifying participant readiness and fit for the program <input type="checkbox"/> Proposal provides a strong description of the proposed services and describes why these services are an appropriate strategy for the targeted population and targeted occupation(s) <input type="checkbox"/> Proposal demonstrates that the proposed services will prepare the target population for employment Note: Applicants may propose to fill up to 10% of total enrollments with individuals who would otherwise qualify for the program, but currently work in a company in the hospitality sector and are classified as low wage workers. However, applicants should not redesign their program to specifically target this population.		
<b>Job Placement:</b> Strong job placement strategy that is likely to result in placement and retention for a majority of program completers <b>(Maximum 30 points) Strong=23-30 points, Medium=14-22 points, Weak=0-13 points</b>	<b>S/M/W</b>	<b>Score</b>
<input type="checkbox"/> Proposal demonstrates that the lead applicant and its partners have a track record of placing individuals in employment <input type="checkbox"/> Proposal describes a strong job placement strategy that demonstrates the lead applicant's capacity to place the target population in employment <input type="checkbox"/> The number of individuals the applicant is proposing to place in employment seems appropriate and realistic for this population <input type="checkbox"/> The number of proposed outcomes is consistent with the organization's past placement rate, for a similar program design and serving a similar population		
<b>Partnerships:</b> Strong MOA detailing partner roles, including strong commitments from employers that indicate a strong likelihood that employers will hire program completers <b>(Maximum 20 points) Strong=17-20 points, Medium=14-16 points, Weak=0-13 points</b>	<b>S/M/W</b>	<b>Score</b>
<input type="checkbox"/> MOA includes signatures from at least two business with operations in Massachusetts and that employ Massachusetts residents in the target occupations <input type="checkbox"/> MOA includes commitment from businesses to hire program graduates <b>(Will receive favorable scoring)</b> <input type="checkbox"/> MOA includes commitments from businesses to interview program completers and cites the number of vacancies they anticipate filling with graduates from the proposed program <b>(Acceptable scoring)</b>		
<b>Budget:</b> Budget is accurate and consistent with the proposed program design and the cost per participant and cost per placement are appropriate based on the proposed program design <b>(Maximum 10 points) Strong=8-10 points, Medium=4-7 points, Weak=0-3 points</b>	<b>S/M/W</b>	<b>Score</b>
<input type="checkbox"/> Budget amounts are reasonable and consistent with the proposed program design <input type="checkbox"/> Budget aligns with the proposed program design <input type="checkbox"/> The number of proposed enrollments and outcomes are appropriate given the expenses of the program <input type="checkbox"/> Applicant and partners leverage other regional resources appropriately		
<b>Total Score</b>	NA	

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**Comments**

**Strengths**

**Weaknesses**

**Questions**

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**CONFLICT OF INTEREST STATEMENT**

**FOR REVIEW COMMITTEE MEMBERS**

I acknowledge that I have been appointed to conduct reviews of proposals received under the solicitation cited on page one.

I do not have any conflict of interest, personal, organizational, real or apparent, in participating in this procurement or in the review of the proposal from the applicant listed on page one.

Further, I will disclose no information obtained in reviewing proposals under this solicitation to anyone not also participating in this review. Specifically, I will not disclose the number of respondents, the name of individuals or organizations that responded, or any information from technical or cost/pricing submissions of these respondents, except to other reviewers officially assigned to this solicitation.

If anyone outside the official review group seeks information about the procurement, I will not supply any information but will refer him/her to the Program Manager.

I acknowledge that I have carried out my responsibility to review this proposal based upon the criteria outlined. I hereby certify to the best of my knowledge that neither I, nor my direct business partner(s) nor any member of my immediate family has any direct or indirect financial or other interest in the outcome of this solicitation for any of the organizations that have submitted proposals, which I have reviewed, evaluated and scored for Commonwealth Corporation.

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Name	Signature
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Title	Date
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