

Section 1: Applicant Information

Applicant Name:	Applicant #:
WCTF	
Region:	

Section 2: Reviewer Information

Reviewer Name:	Reviewer Title:
Reviewer Organization:	Date of Review:

Section 3: Cost Per Outcome & Outcome Guidance Compliance

Cost Per Outcome:	Is the cost per outcome equal to or less than \$7,500?		
Populations	Un/Underemployed	Disconnected Young Adults	Incumbent Workers
Does Applicant Propose to Serve this Population? (Yes/No)			
Do Outcomes for this Population Meet or Exceed Guidance in RFP? (Yes/No)			

Section 4: Proposal Review & Scoring

Category	S/M/W	Score
<p>Track Record: Track record of success and qualifications/capacity of applicant and partner organizations with grant management and fiscal coordination. (Maximum 10 points) Strong=10 points, Medium=6 points, Weak=3 points</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Lead applicant demonstrates a strong commitment to work collaboratively with Commonwealth Corporation to ensure that the program meets participants' needs <u>and</u> achieves planned outcomes. <input type="checkbox"/> Lead applicant demonstrates experience with convening partners to implement a workforce development project, including, but not limited to, coordinating the design of the project, developing an appropriate budget, negotiating agreement of project performance management measures, and coordinating all activities of the project. <input type="checkbox"/> Lead applicants or one or more partners demonstrate experience and expertise required to develop the middle skills gap workforce development priorities work plan. <input type="checkbox"/> All partners are committed to working together to develop the middle skills gap workforce development priorities work plan. <input type="checkbox"/> Lead applicant or one or more partners have expertise with and demonstrated success in engaging the target population. <input type="checkbox"/> Lead applicant or one or more partners have expertise and experience with screening, case management and job development. <input type="checkbox"/> Lead applicant or one or more organizations provides occupational skills training relevant to the industry and occupations targeted for job placement. <input type="checkbox"/> Partnership includes businesses with relevant workforce needs committed to engage in program design and continuous program quality improvement. <input type="checkbox"/> Partnership includes businesses with relevant workforce needs committed to interviewing, providing feedback and hiring participants who complete the program. <input type="checkbox"/> Partnership includes businesses with relevant workforce needs committed to providing supervised work experience for participants. <input type="checkbox"/> Partnerships proposing to serve incumbent workers include businesses with relevant workforce needs committed to providing advancement opportunities for their incumbent workers, including wage gains. <input type="checkbox"/> Partnership includes businesses with relevant workforce needs committed to evaluating the impact the training program has on their business. 		
<p>Target Population: Clearly identified target population. (Maximum 10 points) Strong=10 points, Medium=6 points, Weak=3 points</p>	S/M/W	Score
<ul style="list-style-type: none"> <input type="checkbox"/> Proposal clearly identifies the target population(s) that will be served through this project. <input type="checkbox"/> As a guideline, applicants have not allocated more than 15% of grant funds to incumbent worker training. <input type="checkbox"/> Proposal provides a satisfactory description of why the population is an appropriate fit with the targeted occupation(s) and target sector. <input type="checkbox"/> Target population is likely to not have an associate's degree or higher level degree. <input type="checkbox"/> Proposal describes a realistic recruitment strategy that is likely to be successful. 		
<p>Employer Engagement: Employer engagement in partnership and program design, commitment to hiring and/or wage increases, hosting work experience and to interviewing or hiring candidates for unsubsidized placement. (Maximum 20 points) Strong=20 points, Medium=14 points, Weak=7 points</p>	S/M/W	Score
<ul style="list-style-type: none"> <input type="checkbox"/> Employer partners are committed to participating in program design and/or delivery. <input type="checkbox"/> Employer partners are committed to hiring participants and, if applicable, providing wage gains to incumbent workers, evidenced by the commitments made in the signed MOA. <input type="checkbox"/> Employer partners are committed to providing work experience to un/underemployed and disconnected young adult participants. 		

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<input type="checkbox"/> Employer partners are committed to participating in evaluating the impact training has on their business.		
Program Design: Program design addresses the required program design elements and services, including relevance to proposed target population and occupations targeted for job placement. (Maximum 20 points) Strong=20 points, Medium=14 points, Weak=7 points	S/M/W	Score
<input type="checkbox"/> <i>Applicants proposing to serve un/underemployed participants have the following program elements in place:</i> <ul style="list-style-type: none"> ○ A strong recruitment, assessment and selection process that ensures individuals selected to participate are ready and willing to work, are aware of the target occupation for which they are being trained and that they have the pre-requisite skills needed to succeed in the program. ○ An appropriate training program that addresses the employers' workforce needs and prepares participants for jobs in the targeted occupations. ○ A minimum of two weeks work experience through an unpaid or stipend supplemented internship, paid internship or on-the-job training that meets the definitions in the RFP (pages 9-10) and the Fair Labor Standards Act. ○ A focused job development and placement strategy that includes an assigned job developer who is responsible for active outreach to and engagement with employers to identify and secure unsubsidized job placements for participants. ○ A robust case management approach, that includes resources to support participants while in training and for one year post placement. ○ Commitment to document employment retention for one year after placement. <input type="checkbox"/> <i>Applicants proposing to serve disconnected young adults have the following program elements in place:</i> <ul style="list-style-type: none"> ○ A strong recruitment, assessment and selection process that ensures that the program is a good fit for those selected to participate, by providing information about the challenges, benefits, requirements and benefits of the career pathway and using assessment tools designed to ensure the individual is an appropriate fit for the training program. ○ An appropriate training program that addresses the employers' workforce needs, integrates foundation and technical skills, includes a work readiness component and prepares participants for jobs in the targeted occupations. ○ A robust case management approach, that includes resources to support participants while in training, subsidized employment and for one year post placement. ○ A minimum of 6 weeks of transitional work experience, including paid and/or un-paid internships, and formal on-the-job training to completers of the classroom portion of the program, that meets the definitions in the RFP (pages 11-12) and the Fair Labor Standards Act. A strong work experience will include a pre-assessment to determine readiness and appropriateness for a subsidized placement and a strategy to support employers and participants during the subsidized placement. ○ A focused job development and placement strategy that includes an assigned job developer who is responsible for active outreach to and engagement with employers to identify and secure unsubsidized job placements for participants. ○ Commitment to document employment retention for one year after placement. <input type="checkbox"/> <i>Applicants proposing to serve incumbent workers have the following program elements in place:</i> <ul style="list-style-type: none"> ○ A strong recruitment, assessment and selection process that ensures individuals selected to participate are aware of the target occupation for which they are being trained, that they have the pre-requisite skills needed to succeed in the program and that their supervisors are supportive of their participation. ○ A career coaching strategy, that includes an assigned career coach that develops and tracks individual participant career plans, supports employees in balancing work/life/school, serves as a liaison to supervisors and assists participants to apply for and attain advancement opportunities. ○ An appropriate training program that addresses the employers' workforce needs and prepares participants for wage increases. ○ Articulates the sequence of training that will result in a wage gain and the internal process to award wage 		

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gains. ○ Commitment to document wage gains and employment retention for one year after advancement		
Budget: Budget reasonableness. (Maximum 10 points) Strong=10 points, Medium=6 points, Weak=3 points	S/M/W	Score
<input type="checkbox"/> If the cost per outcome exceeds \$7,500 (see page 1 of reviewer form) the applicant provides a strong justification about why this population requires more intensive and/or longer duration of services to be successful. <input type="checkbox"/> Budget amounts are reasonable and consistent with the proposed program design. <input type="checkbox"/> The purpose and matching funds is rational and complementary to the budget request.		
Partnership: Strong MOA that includes articulation of shared goals and roles, responsibilities and commitments of each partner, including commitment to develop a middle skills gap workforce development priorities work plan. (Maximum 10 points) Strong=10 points, Medium=6 points, Weak=3 points	S/M/W	Score
<input type="checkbox"/> Applicants and their partners have demonstrated a commitment to work together as an industry cluster partnership for their region to develop a middle skills gap workforce development priorities work plan. <input type="checkbox"/> Applicants articulate a clear plan for how they will convene and work with partners to develop the middle skills gap workforce development priorities work plan. <input type="checkbox"/> Organizations that have agreed to partner on this project seem appropriate given the target population, target sector and geography where services will be provided. <input type="checkbox"/> The MOA provides detailed responsibilities and commitments for all partners. <input type="checkbox"/> The partnership includes all partners required to implement the training program and to develop the middle skills gap workforce development priorities work plan.		
Outcomes: Outcomes meet the rate guidance in Sections 3G, 3I & 3K or applicant provides sufficient evidence demonstrating the case for not meeting these goals; Outcomes seem attainable, given the proposed population and program design. (Maximum 20 points) Strong=20 points, Medium=14 points, Weak=7 points	S/M/W	Score
<input type="checkbox"/> Proposed outcomes meet or exceed the outcome guidance included in the RFP (see page 1 of reviewer form)OR <input type="checkbox"/> Applicant provides a reasonable and acceptable explanation for why a lower set of rates are appropriate for the proposed target population and program design. This explanation should include specific performance rates documented for a similar program design, serving a similar population, and is the basis for the proposed performance rates. <input type="checkbox"/> The Partnership has the capacity, realistic commitments and resources to achieve the proposed employment outcomes. <input type="checkbox"/> Job placement commitments in the outcome chart match the employment commitments in the MOA.		
Additional Points: Employer Commitments to Work Experience Wages (Maximum 5 points) Strong=5 points, No points given for Medium or Weak Responses	S/M/W	Score
<input type="checkbox"/> The MOA includes employer commitment to pay a portion of the wages or provide stipends for individuals participating in work experience.		
Total Score		NA
Comments		
Strengths		
Weaknesses		

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Questions

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.

Name Signature

Title Date