

Career + College Connections RFP Scoring Matrix Guide

All proposals will be rated in sections 1 – 5. This list is not inclusive; it is meant to guide the raters in awarding points based on their own qualitative judgments.

Section I				
	<i>Focus Area</i>	Does Not Meet Standard (0-8 pts)	Meets Standard (9-16 pts)	Exceeds Standard (17 – 20 pts)
Program Capacity & Relevant Experience	<i>Demonstrated Experience</i>	Narrative demonstrates little or no information that the organization has prior experience operating programs for the targeted population.	Narrative demonstrates that organization has experience in providing services to the target population and services include some of the program components outlined in the RFP.	Narrative demonstrates that organization has experience in providing services to the target population and services include all of the program components outlined in the RFP.
	<i>Partnerships</i>	Narrative provides little or no information regarding school district and employer partnerships or plans to develop such partnerships. Partner capacity is not articulated to assist in program delivery. Letters of support were not provided or do not convey a strong commitment to program delivery.	Narrative indicates partnerships or a strategy for partnership development with schools districts and/or employers. Identified partners appear to have the capacity and expertise to deliver program components described. Letters of support strongly convey a commitment to delivery of identified program services.	Narrative clearly describes existing partnerships with school districts and employers. Partners identified for program delivery have a strong track record for services and meeting outcomes. Letters of support convey a strong commitment and clear integration of program services.
	<i>Management Structure</i>	Organizational management structure does not demonstrate adequate program oversight.	Organizational management structure demonstrates adequate program oversight.	Organizational management structure demonstrates strong program oversight abilities.
	<i>Program Development/Outcome Attainment/Reference Checks</i>	Narrative demonstrates little or no prior experience with program development, implementation and successfully achieve program outcomes. Reference checks indicate poor program and/or management performance. No references provided.	Narrative demonstrates that the organization has prior experience in program development, implementation and outcome attainment. Reference checks demonstrate successful delivery of program and meet performance.	Narrative demonstrates that the organization has significant experience in program development, implementation and outcome attainment. Reference checks demonstrate extensive successful program delivery and performance attainment.

Section II				
	Focus Area	Does Not Meet Standard (0-18 pts)	Meets Standard (19 -35 pts)	Exceeds Standard (36-40 pts)
Program Design	<i>Integration of credit recovery classes in program design</i>	Narrative does not provide a clear program design that includes attendance in credit recovery/summer school classes. There is no description of case management support to youth for successful completion of classes.	Narrative provides a program design that integrates successful attendance in credit recovery/summer school into program design. Strong case management is described to assist youth in successful completion of classes.	N/A – See Preferred Program Components
	<i>Outreach, recruitment, selection, orientation</i>	Narrative does not provide a clear strategy for conducting outreach and recruitment to target populations. No acknowledgement of eligibility validation process and applicant communication/notification.	Narrative articulates a clear strategy for conducting outreach and recruitment activities to the targeted population. Narrative indicates an understanding of the eligibility validation process and strategies for applicant communication/notification.	N/A – See Preferred Program Components
	<i>Career Exploration/Career Pathways</i>	Narrative does not adequately outline activities that will enhance a youth’s understanding of the necessary skills, knowledge and abilities associated with a specific career. Worksite-based experiences or exploration activities that will give youth exposure to specific industries are not included. A specific industry and/or two alternative industries have not been identified.	Narrative does outline activities that will enhance a youth’s understanding of the necessary skills, knowledge and abilities associated with a specific career. Worksite-based experiences and exploration activities are well articulated. A specific industry and two alternative industries have been identified.	N/A – See Preferred Program Components
	<i>College Exposure</i>	Narrative does not adequately describe activities to increase youth understanding of steps/requirements for post-secondary enrollment and tuition payment. There are no activities offered that will give youth exposure to college campuses.	Narrative does describe activities that will increase youth understanding of steps for post-secondary enrollment and tuition payment. Activities are offered that will give youth exposure to college campuses.	N/A - See Preferred Program Components

	<i>Work Readiness/Life Skills Training</i>	Narrative does not adequately describe activities that will increase youth understanding of how to navigate the world of work. There is not curriculum offered to address personal finance, the completion of a personal career plan.	Narrative does describe activities that will increase youth understanding of how to navigate the world of work. There is curriculum offered to address personal finance, the completion of a personal career plan.	N/A – See Preferred Program Components
	<i>Partner Relationships/Leveraged Resources</i>	Documents little or no experience of working with leveraged resources and/or partners for successful program delivery. There is not a plan offered to ensure that partners are held accountable for their responsibilities with program delivery or that industries/employers have been identified to participate in identified Career Pathways.	Documents strong experience of working with leveraged resources and/or partners for successful program delivery. There is a plan offered to ensure that partners are held accountable for their responsibilities with program delivery or that industries/employers have been identified to participate in identified Career Pathways.	N/A – See Preferred Program Components
	<i>Preferred Program Components</i> <ul style="list-style-type: none"> - <i>Industry-specific, service learning projects</i> - <i>High school credits for successful completion of C³ program</i> - <i>Utilizes Oregon Career Information System</i> - <i>Testimonials and videos to be posted on PDXyouth.org</i> - <i>Use of Incentives to motivate youth to achieve punctuality and attendance standards</i> - <i>Alignment with Oregon Diploma</i> 	N/A	N/A	Narrative demonstrates that a minimum of 3 of the 6 identified program components have been incorporated into the program design. There is strong evidence that relationships have been developed to ensure that program elements will be delivered.

Section III				
	Focus Area	Does Not Meet Standard (0-4 pts)	Meets Standard (5 -8 pts)	Exceeds Standard (9-10 pts)
Program Staffing and Management	<i>Staffing Plan/Organizational Chart</i>	Assigned roles, responsibilities and supervisory relationships are identified, but functions are not aligned to the program design. Does not assure fulfillment of the program components in the RFP.	Assigned roles, responsibilities and supervisory relationships are identified and suggest alignment to and fulfillment of the program components in the RFP.	Aligned roles, responsibilities and supervisory relationships are well defined and convey fulfillment of the program components in the RFP.
	<i>Program Schedule</i>	Program schedule is problematic, with unclear transitions or unreasonable timelines.	Program schedule is clear, convey that curriculum can be covered in the timelines identified.	Program schedule is comprehensive outlining the schedule and covered curriculum. Timelines are reasonable.
Section IV				
Budget	Focus Area	Does Not Meet Standard (0-6 pts)	Meets Standard (7-12 pts)	Exceeds Standard (13-15 pts)
	<i>Cost Reasonableness/Staffing Plan</i>	Little/no determinations for full-time-equivalent personnel percentages or program services are justified with clear rationale. If applicable, determination for work proportions for dual role personnel is problematic. Lack of rationale in program design for proposed costs.	Some determinations for full-time-equivalent personnel percentages or program services are justified with clear rationale. If applicable, accounts for determining accurate for work proportions for dual role personnel. Some rationale in program design for proposed costs.	All determinations for full-time-equivalents personnel percentages or program services are justified with clear rationale. If applicable, clearly accounts for determining accurate work proportions for dual role personnel. Strong rationale in program design for proposed costs.
	<i>Leveraged Resources</i>	Unclear alignment of leveraged resources to the program services being proposed. Unable to connect the proposed resources to partnerships and letters of support.	Evidence of alignment of leveraged resources to the program services being proposed. Able to connect proposed resources to partnerships and letters of support.	Strong evidence of alignment of leveraged resources to the program services being proposed. Strong connections to proposed resources to partnerships and letters of support.
	<i>Cost Per Youth</i>	Overall budget does not support the activities described for the number of youth planned to serve.	Overall budget appears to support the activities described for the number of youth planned to serve.	Overall budget clearly supports the activities described for the number of youth planned to serve.
Section V				

Administrative Capacity	Focus Area	Does Not Meet Standard (0-6 pts)	Meets Standard (7-12 pts)	Exceeds Standard (13-15 pts)
	Financial Strength and Capacity <ul style="list-style-type: none"> - Audited Financial Statements - Financial and Administrative Policies and Procedures - Timekeeping Policies and Procedures - Resume of Fiscal Staff 	Lack of requested documents. Limited/no evidence of ability to provide fiscal services and accountability. Limited/no evidence of adequate financial management experience; unclear segregation of duties.	Provided requested documents. Evidence of ability to provide fiscal services and accountability. Evidence of adequate financial management experience; segregation of duties.	Provided requested documents. Strong evidence of ability to provide fiscal services and accountability. Strong evidence of adequate financial management experience; segregation of duties.
	Policies and Procedures <ul style="list-style-type: none"> - Personnel Policies and Procedures - Compliance with Federal Civil Rights Laws - Conflict of Interest Guidelines for staff 	Lack of requested documents. Limited/no evidence of appropriate hiring practices, EEO Employer, non-discrimination in hiring. Limited/no evidence of conflict of interest guidelines. Limited/no evidence of compliance with Federal Civil Rights Laws.	Provided requested documents. Evidence of appropriate hiring practices, EEO Employer, non-discrimination in hiring. Evidence of conflict of interest guidelines. Evidence of compliance with Federal Civil Rights Laws.	Provided requested documents. Strong evidence of appropriate hiring practices, EEO Employer, non-discrimination in hiring. Strong evidence of conflict of interest guidelines. Strong evidence of compliance with Federal Civil Rights Laws.
	Insurance Coverage <ul style="list-style-type: none"> - General Liability - Worker's Compensation - Motor Vehicle - Property and Equipment - Employee Dishonesty 	Lack of requested proof of insurance. Limited/no evidence of insurance coverage's listed at levels at or above recommended minimums.	Provided requested proof of insurance. Evidence of insurance coverage's listed at levels at or above recommended minimums.	Provided requested proof of insurance. Strong Evidence of insurance coverage's listed at levels above recommended minimums.
	Technology Capabilities <ul style="list-style-type: none"> - Business-grade, broadband internet connectivity - Network & workstation virus protection - Individual email accounts for staff working in the project - PCs with IE 6.0 or newer, 512 MB RAM, Pentium 4 Processor, 5GB of available disk space - 17" monitor 	Lack/no evidence of having the minimum technology capabilities outlined.	Evidence of having the minimum technology capabilities outlined.	Strong evidence of having the minimum technology capabilities outlined.