

Maryland Work Based Learning Collaborative RFP Scoring Rubric

Proposal Criteria	High Score <i>Meets all criteria</i>	Medium Score <i>Meets some criteria</i>	Low Score <i>Meets few or no criteria</i>
A. Project Narrative (a) Project Activities <i>10 points</i>	<p>The proposal clearly demonstrates the LEA’s ability to achieve all required activities: the transition coordinator is named and role identified; demonstrated commitment of MIAT team members and their roles; clearly shown detailed partnership with DORS and use Pre-ETS dollars; and description of data collection and responsible individual.</p> <p>8-10 points</p>	<p>The proposal partially clarifies the LEA’s ability to achieve the required activities. The response is either not fully clear or 1-2 required activities are not met to satisfaction.</p> <p>3-7 points</p>	<p>The proposal provides weak support for demonstrating the LEA’s ability to achieve the majority of required activities. The support of these activities is not clear, or 3-4 of the required activities are not met to satisfaction.</p> <p>0-2 points</p>
A. Project Narrative (b) Recruitment and Enrollment <i>10 points</i>	<p>The proposal clearly demonstrates the LEA’s ability to conduct outreach to families to share information to eligible students and families, to partner with project staff to disseminate materials, and clearly shows a reasonable estimated number of eligible students (as defined in the RFP) who can be recruited.</p> <p>8-10 points</p>	<p>The proposal is only partially convincing in showing the LEA’s ability to assist with outreach for recruitment of eligible students and families, and either does not give a clear estimate of eligible students in the LEA, or the estimate is questionable in assisting the project in meeting recruitment and enrollment goals.</p> <p>3-7 points</p>	<p>The proposal is very weak in explaining how the LEA will support project staff in recruitment and outreach efforts for reaching eligible families in the LEA. In addition, there is no identification/estimate of eligible students to target, or the estimate is far below what is necessary for the project to reach state recruitment and enrollment goals.</p> <p>0-2 points</p>

Proposal Criteria	High Score <i>Meets all criteria</i>	Medium Score <i>Meets some criteria</i>	Low Score <i>Meets few or no criteria</i>
A. Project Narrative (c) Key Personnel <i>10 points</i>	<p>The proposal strongly demonstrates LEA staff and partner capacity, including a clear description of current partnerships, an identified LEA liaison, key partners willing to participate, identification of who is accountable for employment outcomes and work based learning experiences, employer outreach, additional staff participation, and assurance of equal access for people with disabilities.</p> <p>8-10 points</p>	<p>The proposal only partially demonstrates staff capacity, either leaving out or not sufficiently addressing 2-3 of the following: description of current partnerships, an identified LEA liaison, key partners willing to participate, identification of who is accountable for employment outcomes AND work based learning experiences, additional staff participation, and assurance of equal access for people with disabilities.</p> <p>3-7 points</p>	<p>The proposal is weak in demonstrating the LEA has staff and partnership capacity and does not address the majority of requirements as listed in the high and medium level descriptions.</p> <p>0-2 points</p>
A. Project Narrative (d) Letters of Commitment <i>10 points</i>	<p>The proposal includes letters of commitment for all corresponding project partners, the LEA agencies and building Principal and/or Superintendent. The letters should be clear and knowledgeable of the project, and list expertise, resource and financial contributions. In addition, the letters should show a commitment to sustainability beyond the grant funding.</p> <p>8-10 points</p>	<p>The proposal includes letters of commitment for most project partners and LEA representatives. Some of the letters may be missing clarity, contributions to the project and/or a commitment to sustainability.</p> <p>3-7 points</p>	<p>The proposal is missing significant partner or LEA representative letters, and/or those included are not clear, do not show contributions to the project, or do not address sustainability.</p> <p>0-2 points</p>

Proposal Criteria	High Score <i>Meets all criteria</i>	Medium Score <i>Meets some criteria</i>	Low Score <i>Meets few or no criteria</i>
B. Budget and Budget Narrative <i>10 points</i>	The proposal's budget clearly details a reasonable itemized list of costs that includes an integration of other sources of funding. There is corresponding explanations of each line item in the budget narrative. 8-10 points	The proposal has only a partial budget that is either not fully clear or not reasonable for what they propose to do (or not cost-effective enough). Or the budget narrative does not address all the line items on the budget. 3-7 points	The proposal's budget is unclear and/or unreasonable for participation in the project. In addition, the budget narrative does not fully address all the line items, or the descriptions are unclear or unreasonable. 0-2 points
C. Appendices <i>0 points, but can add points to sections they clarify</i>	Although there are no points attached to or deducted from the appendices on their own, this proposal's appendices strongly clarify a point addressed in the project narrative or budget sections and can be used to add points to the connected section.	Although there are no points attached to or deducted from the appendices on their own, this proposal's appendices mildly clarify a point addressed in the project narrative or budget sections and can be used to add points to the connected section.	Although there are no points attached to or deducted from the appendices on their own, this proposal's appendices do not offer any additional support to previous sections and therefore cannot be used to add points.

MAXIMUM TOTAL POINTS FOR RFP IS 50 POINTS