

South Dakota Department of Labor and Regulation
Request for Proposal # 1946:
Provision of Adult Education and Literacy Services in South Dakota
-Application Rubric-

Instructions for Readers:

Per §231 of the **Workforce Innovation and Opportunity Act** entitled *Grants and Contracts for Eligible Providers*,¹ the Agency (i.e., the South Dakota Department of Labor and Regulation) must consider specific criteria in its awarding of Title II funds.

The Agency has categorized these federal criteria into six (6) sections; each section has been assigned a maximum value ranging from 10 to 30 points. The Agency emphasizes that the “Comments” are especially important to justify and contextualize why full points are not awarded in a particular section. And while you are not necessarily expected to scrutinize every single facet of Adult Education methodology, the Agency would especially value your comments and perspective related to your expertise, interests, job duties, involvement with Title II activities, and your previous experience (if any) with the Applicant.

Additionally, consistent with **South Dakota Codified Law** 5-18D-18,² the State requires the Agency to include the following criteria for this RFP’s evaluation:

- Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodologies to meet the project requirements;
- Resources available to perform the work, including any specialized services, within the specified time limits for the project;
- Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
- Availability to the project locale;
- Familiarity with the project locale;
- Proposed project management techniques; and
- Ability and proven history in handling special project constraints.

These state-level criteria should be scored separately (from the federal considerations) with a maximum value of 5 points for each criterion.

Thank you for your assistance in reviewing the application(s).

¹ <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

² http://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=5-18D-18

Applicant Name _____

Reader # _____

Federal Criteria

Categories	Scoring Range	Preliminary Score	Final Score
1. Service Need and Provider Capacity	0 - 30		
2. Quality and Effectiveness	0 - 25		
3. Contextualized Learning and Civic Engagement	0 - 10		
4. Alignment and Coordination	0 - 15		
5. Access and Supporting Services	0 - 10		
6. Technology and Data Management	0 - 10		
TOTAL SCORE	0 - 100		

1. Service Need and Provider Capacity – award points based upon

- the proposal’s detail of the service area’s needs and the Applicant’s capacity to serve individuals who are most in need of literacy services, including individuals
 - who have low levels of literacy skills;
 - who are English language learners;
 - who need Civics Education programs; and/or
 - who have disabilities, including individuals with learning disabilities.

WIOA Considerations I, II, and XIII

Preliminary Score for Section 1: _____ / 30

Final Score for Section 1: _____ / 30

Comments (if applicable, please be certain to note why you did not award full points):

2. Quality and Effectiveness – award points based upon

- the Applicant’s past effectiveness in improving the literacy of [eligible] individuals
 - the Applicant’s ability to meet target-levels of performance, especially with individuals who have low levels of literacy;
- whether the Applicant’s program
 - is of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains;
 - uses instructional practices that include the essential components of reading instruction;
- whether the Applicant’s activities (including reading, writing, speaking, mathematics, and English language acquisition instruction) are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice; and
- whether the Applicant’s activities are delivered by well-trained instructors, counselors, and administrators [who have access to high quality professional development, including electronic means].

WIOA Considerations III, V, VI, and IX

Preliminary Score for Section 2: _____ / 25	Final Score for Section 2: _____ / 25
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Comments (if applicable, please be certain to note why you did not award full points):

3. Contextualized Learning and Civic Engagement – award points based upon

- the Applicant’s proposed literacy activities and how these services will provide learning in real-life contexts to ensure individuals have the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment [leading to economic self-sufficiency], and to exercise the rights and responsibilities of citizenship.

WIOA Consideration VIII

Preliminary Score for Section 3: _____ / 10

Final Score for Section 3: _____ / 10

Comments (if applicable, please be certain to note why you did not award full points):

4. Alignment and Coordination – award points based upon

- how the Applicant’s proposed instruction and activities will align with the services of the One-Stop [and its partners]
 - the Department of Labor and Regulation (e.g., Workforce Training, Wagner-Peyser, TANF, SNAP, Veteran Services, etc.);
 - Vocational Rehabilitation (i.e., WIOA Title IV).
- the proposal’s articulated coordination with other education, training, and social service resources in the community including
 - Elementary, secondary, and postsecondary educational institutions;
 - Business and industry;
 - Community-based or nonprofit organizations; and
 - any other relevant entities [for the development of career pathways].

WIOA Considerations IV and X

Preliminary Score for Section 4: _____ / 15

Final Score for Section 4: _____ / 15

Comments (if applicable, please be certain to note why you did not award full points):

Applicant Name _____

Reader # _____

5. Access and Supporting Services—award points based upon

- whether the Applicant’s activities offer flexible schedules and coordination with federal, state, and local support services (such as childcare, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.

WIOA Consideration XI

Preliminary Score for Section 5: _____ / 10

Final Score for Section 5: _____ / 10

Comments (if applicable, please be certain to note why you did not award full points):

6. Technology and Data Management—award points based upon

- whether the Applicant’s activities effectively employ technology and the use of computers [including distance education] to improve participant-performance; and
- whether the Applicant has the capacity to maintain a high-quality management information system [by which to report measurable participant outcomes and to monitor program performance].

WIOA Considerations VII and XII

Preliminary Score for Section 6: _____ / 10

Final Score for Section 6: _____ / 10

Comments (if applicable, please be certain to note why you did not award full points):

Applicant Name _____

Reader # _____

State Criteria

Criteria	5	4	3	2	1	0
A. Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodologies to meet the project requirements						
B. Resources available to perform the work, including any specialized services, within the specified time limits for the project						
C. Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration						
D. Availability to the project locale						
E. Familiarity with the project locale						
F. Proposed project management techniques						
G. Ability and proven history in handling special project constraints						
Total [State Criteria] Score	____ / 35					

Comments (if applicable, please be certain to note why you did not award full points):

Applicant Name _____

Reader # _____

Final Score Summary

State Criteria total _____ / 35

Federal Criteria total _____ / 100

Proposal is

- Recommended
- Recommended with changes (*see notes below)
- Recommended with reservation (*see notes below)
- Not recommended
- Not eligible

➤ Ranking (if applicable) _____

Additional Comments:

