Camden County Youth Services Commission
REVIEW COMMITTEE

EVALUATION INSTRUMENT WORKSHEET

Proposal Title: _____

Applicant:_____

Reviewer's Initials:_____

SECTION I – STATEMENT OF THE PROBLEM *(Value of 5 points)*

A. STATEMENT OF THE PROBLEM	(Check One)				
	Not at all	Unclear	Fair	Good	Very Good
1.) Clearly describes the specific nature of the problem.	○	○	○	○	○
2.) Describe who is experiencing the problem? (the "target population")	○	○	○	○	○
3.) Describe the locale of the people who are experiencing the problem?	○	○	○	○	○
4.) Provide relevant information/data, which indicates that there is a problem?	○	○	○	○	○
Explain your rationale for scores in this section of the proposal.					

Points Awarded (Maximum possible 5 points) **Statement of the Problem**

Not at all	Unclear	Fair	Good	Very Good
0	2	3	4	5

SECTION II – STRUCTURE OF SERVICES *(Value of 30 points)*

A. PROGRAM COMPONENTS	(Check One)				
1.) Clearly describes nature of services and sanctions that will be provided.	Not At All	Unclear	Fair	Good	Very Good
3.) Describes the service in detail. Includes who will be served; number of customers served daily/weekly/annually, intake criteria, length of stay requirements, termination criteria, program participation requirements etc.	○	○	○	○	○
2.) Details the treatment modality to be used and how it addresses the identified population and rationale for selection.	○	○	○	○	○
4.) Program components clearly demonstrated and match the logic model submitted.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

B. TARGET POPULATION/ELIGIBILITY	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Lists eligibility criteria. Includes who will be served. (a description of the target population to be served including offense history, age, gender, etc.): number of customers served daily/weekly/annually.	○	○	○	○	○
2.) Explains rational for selecting this population segment.	○	○	○	○	○
3.) Identifies the geographic service area for this program/service.	○	○	○	○	○
4.) Provides a description of transportation options for clients in obtaining service. (Accessibility of the program for offenders and their families, including availability of public transportation routes, barriers to access and strategies to address those barriers.).	○	○	○	○	○
5.) Describes handicapped limitations. Provides a description of handicapped accessibility accommodations.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

C. OUTREACH	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describes how the applicant will recruit people for the program (publication, referral sources, etc.).	○	○	○	○	○
2.) Describe how the affiliation agreements are developed and/or established with other community agencies, or if subcontracts will be utilized using identified vendors? (If applicable).	○	○	○	○	○
3.) Attached affiliation agreements, subcontracts, and/or memorandum of understanding. (If applicable).	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

D. ADMISSION CRITERIA	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describes referral/intake process, (i.e., review paperwork-reports, forms documents needed for admission, interview the juvenile, etc.) Includes the length of time from referral to acceptance/admission. Discuss allowable parameters for the length of time from court order to program and/or service admission.	○	○	○	○	○
2.) Describes limitations, if any of program to accept referrals.	○	○	○	○	○
3.) Describes maintenance of waiting list, should this become necessary.	○	○	○	○	○
4.) Describes method for prioritization of intake request.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

E. HOURS OF SERVICE	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Explains where services will be provided, and includes calendar of service days: Attachment H.	○	○	○	○	○
2.) Explains when service will be provided, the hours and days that each service will be available to clients including how emergencies are handled: for example, closure policies, crisis, after-hour contacts, etc.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

F. LEVEL OF SERVICE	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Defines Unit of Service. (i.e. Beds, Classes, Days, Evaluations, Other, Position, Group Sessions, Hours, Individual Sessions, Youth Slots)	○	○	○	○	○
2.) Describes expected level of service (LOS) for each unit for this contract period. (This must specify the number of youth to be served and the duration of the program/services per youth).	○	○	○	○	○
3.) Describes total LOS anticipated throughout contract period.	○	○	○	○	○
4.) Describes the process and timeframe you will utilize to operate this program/service.	○	○	○	○	○
5.) Indicates those services that will require a subcontract and what organization will provide these sources (if known).	○	○	○	○	○
6.) Describes how the affiliation agreements are developed and/or established with other community vendors. (If applicable).	○	○	○	○	○
7.) The timeline of youth served and description of the level of service must be demonstrated and match the Logic Model and Program Profile submitted.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

G. PROGRAM DURATION	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Identifies program/service funding period.	○	○	○	○	○
2.) Attached Complete Implementation Timeline Chart.	○	○	○	○	○
3.) Implementation Chart is clear and provides information of intensity of services that are not demonstrated in the Logic Model.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

Points Awarded (Maximum possible 30 points) **Structure of Services**

Not at all	Unclear	Fair	Good	Very Good
0	5	15	25	30

SECTION III - PROGRAM ADMINISTRATION and STAFFING *(Value of 20 points)*

A. STATEMENT OF ORGANIZATIONAL CAPABILITY	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describes the organization's experiences in serving the targeted population group.	○	○	○	○	○
2.) Provides list of current programs/services managed by the organization and the funding sources.	○	○	○	○	○
3.) States whether the proposed service has been previously provided by the agency and the agency's experience in providing the service.	○	○	○	○	○

	Not At All	Unclear	Fair	Good	Very Good
4.) A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal. (In order to be considered for funding, an applicant must be an existing provider of services and a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state).	○	○	○	○	○
5.) Attaches a copy of governing body roster to proposal, listing members and their affiliations.	○	○	○	○	○
6.) Provides a copy of the applicant's code of ethics and/or conflict of interest policy.	○	○	○	○	○
7.) Provides a statement that the firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP. (may be included as an attachment).	○	○	○	○	○
8.) Provides a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations. (may be included as an attachment).	○	○	○	○	○
9.) Provides completed and signed Attachment C.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

B. CULTURAL NEEDS	**(Check One)**				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describes the capability of this program/service to meet the cultural needs of the clients to be served.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

C. RATIONALE/MISSION OF PROGRAM	**(Check One)**				
	Not At All	Unclear	Fair	Good	Very Good

1.) Describe the philosophical theory on which the program is based. (Describe why the program should work.)	○	○	○	○	○

Explain your rationale for scores in this section of the PROPOSAL.

D. STAFF ORGANIZATION	**(Check One)**				
	Not At All	Unclear	Fair	Good	Very Good
1.) Details the supervision lines of the program in relationship to overall agency operation.	○	○	○	○	○
2.) Includes organizational chart.	○	○	○	○	○
3.) Details who will be providing the service and staffing requirements. Identifies staff supervision, reporting structure, and who is responsible for each program and/or service component.	○	○	○	○	○
4.) Identifies specific clinical staff titles, with qualifications and licenses to be included in the program and their respective functions.	○	○	○	○	○
5.) Lists all other staff titles, qualifications, and functions.	○	○	○	○	○

Explain your rationale for scores in this section of the PROPOSAL.

E. DATA COLLECTION	**(Check One)**				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describes client record keeping system..	○	○	○	○	○

2.) Includes a written statement that the agency will comply with all requirements pertaining to the timely collection and submission of data for the Juvenile Automated Management System and any other data requirements as outlined by the local County Youth Services Commission and the Juvenile Justice Commission.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

Points Awarded (Maximum possible 20 points**) Program Administration and Staffing**

Not at all	Unclear	Fair	Good	Very Good
0	5	10	15	20

SECTION IV - MONITORING, EVALUATION, GOALS & OBJECTIVES
(Value of 20 points)

A. MONITORING AND EVALUATION	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Describe the expected outcomes of the proposed program and services.	○	○	○	○	○
2.) Describes the methodology for determining the program and/or service effectiveness.	○	○	○	○	○
3.) Explains how the program correlates/evaluates outcomes in relation to its goals and objectives.	○	○	○	○	○
4.) Lists the indicators which will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.	○	○	○	○	○
5.) Describes the tools and internal processes to measure and monitor client change as a result of having received services.	○	○	○	○	○
6.) Provides prior evaluation skills if application will enhance an existing program.	○	○	○	○	○

7.) Describes how evaluation information is used to improve program services and customer success.	○	○	○	○	○
8.) Describe prior monitoring and evaluation for services if agency has served under Camden County Youth Service Commission	○	○	○	○	○
9.) Describes prior outcomes of services	○	○	○	○	○
10.) Includes a written statement that the agency will be cooperatively involved with the monitoring of the contracted program conducted by the County Youth Services Commission and Juvenile Justice Commission.	○	○	○	○	○
11.) Includes a written statement that the provider agency will comply with all requirements pertaining to the timely collection and submission of data as outlined by the County Youth Services Commission and the Juvenile Justice Commission.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

B. GOALS AND OBJECTIVES	(Check One)				
	Not At All	Unclear	Fair	Good	Very Good
1.) Clearly identifies the specific goals of the program/services.	○	○	○	○	○
2.) Describes the measurable effects that the program/services will have on the problem.	○	○	○	○	○
3.) Describes the effect that the program/services will have on clients.	○	○	○	○	○
4.) Explains how much and when change is expected.	○	○	○	○	○
5.) Explains how/why program design is expected to result in stated outcomes.	○	○	○	○	○
6.) Explains outcomes achieved through last year funding, and funding sources. (if applicable).	○	○	○	○	○
7.) All goals and objectives must be demonstrated and match the Logic Model and Program Profile submitted. (In Logic model Objectives, outcomes and indicators are listed)	○	○	○	○	○

Explain your rationale for scores in this section of the PROPOSAL.

C. LOGIC MODEL	(Check One)				
The Logic Model …	Not At All	Unclear	Fair	Good	Very Good
1.) Is clear and includes fully detailed short, intermediate and long term implementation strategies and goals.	○	○	○	○	○
2.) Helps to define the work and measure it.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

Points Awarded (Maximum possible 20 points)   **Monitoring, Evaluation, Goals and Objectives**

Not at all	Unclear	Fair	Good	Very Good
0	5	10	15	20

SECTION V - BUDGET– COMPLETE ATTACHMENTS D-1- D-5 *(Value of 25 points)*

A. BUDGET NARRATIVE	(Check One)				
Does the Proposal…	Not At All	Unclear	Fair	Good	Very Good
1.) Provides a total operational budget request for Delinquency Prevention Program funding for contract period. (a line item budget must be included.)	○	○	○	○	○
2.) Briefly describes each budget line item listed on attachment D-2 Contact Expense Summary.	○	○	○	○	○
3.) States what percent of the agency's total budget the proposed program represents.	○	○	○	○	○
4.) Details personnel cost.	○	○	○	○	○
5.) Defines a unit of service and the cost of a unit of service.	○	○	○	○	○

6.) Indicates sources of income and specifies whether they are projected or confirmed.	○	○	○	○	○
7.) Provides a rationale describing how these budget figures were calculated. (Budget Narrative Form)	○	○	○	○	○
8.) Includes a written statement that the agency will comply with the timely submission of quarterly narrative and fiscal reports to be submitted by the provider agency through the County Youth Services Commission to the juvenile Justice Commission.	○	○	○	○	○
9.) Indicates minimum level of funding needed to implement the program.	○	○	○	○	○
(Note: no organization may use these funds to supplant or replace existing resources from Federal, State or County government for existing related programs or services.)					
Explain your rationale for scores in this section of the PROPOSAL.					

B. FEES/CONTRIBUTIONS (Value of 5 points)	**(Check One)**				
1.) Describes fees for service (if any), sliding fee schedules, donation policy and process to waiver fees, as necessary.	Not At All	Unclear	Fair	Good	Very Good
2.) Describes co-payment systems (if applicable.)	○	○	○	○	○
3.) Describes fee for service assessment.	○	○	○	○	○
Explain your rationale for scores in this section of the PROPOSAL.					

Points Awarded (Maximum possible 25 points)   **Budget – Completed Attachments D1-D5**

Not at all	**Unclear**	**Fair**	**Good**	**Very Good**
0	5	10	15	25