



**WIOA Youth Request for Proposal
Reference and Performance History Request**

Instructions: A copy of this report form should be provided to two references by the proposer and included as part of the proposal. This report should be completed only for the most recent contract period since July 1, 2018.

Name of WIOA Youth RFP proposer:

Information on the Organization Providing the Reference

Organization name	
Address of organization	
Name of individual completing the report	
Email address	
Telephone number	

Contract Information

If RFP proposer has had multiple contracts during the most recent contract period, reference may complete a single combined report or a separate report for each contract

Contract/program name	
Contract period	
Contract amount (total)	

Experience your Organization has had with the RFP Proposer

Please indicate services levels and outcomes for each target population.

Target Population of out-of-school youth age 16-24	# served	# placed	# at/above 110% of minimum wage
Out of School Youth Served			

Rate and Comment on Contractor's Performance

Rating	Description
4	The contractor's performance clearly exceeds contractual requirements.
3	The contractor's performance meets expectations, and no problems exist or only minor problems exist for which solutions are in place.
2	Problems exist which appear to be within the contractor's ability to solve, but no solutions have been identified.
1	Serious problems exist which the contractor demonstrates no ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.

Please check all services provided by the contractor on the list below. If a service was provided that is not listed below, write it on the "Other" line. Rate the contractor's performance using the scale of 1 – 4 described above.

✓	Services	Rating 1-4	N/A
	Recruitment		
	Assessment		
	Case Management		
	Recording participant activities/data entry		
	Career Readiness		
	Occupational Training		
	Paid Work-Based Learning		
	Job Placement		
	Retention		
	Other:		
	Other:		

Administrative Capacity	Rate 1-4	N/A
Responsiveness to funder		
Meets contract deliverables		
Meets deadlines for submitting reports		
Meets deadlines for submitting invoices		
Accuracy of reports and invoices		
Hires and retains competent staff		
Audit and/or monitoring findings		
Administrative & financial management		

Comments:

Would you contract with this organization again? _____

Name of individual completing report: _____

Signature: _____

Date: _____