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## COMMUNITY BOARD ELEVEN

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### **East River Plaza – Retail Job Placement Program Proposal Score Card**

Members of the CB11 City Properties and Land Use Committee will use the below score card to grade each proposal submitted to Community Board 11 in response to our East River Plaza – Retail Job Placement Program Solicitation. All members are responsible for reading all proposals in their entirety and then complete a score card for each individual proposal. Score cards can only be completed by members at a meeting of the City Properties and Land Use Committee.

After all score cards are completed, Overall Scores will be totaled for each proposal. The proposal with the highest score will be presented to the City Properties and Land Use Committee for their consideration, subject to a vote for approval. Once the City Properties and Land Use Committee vote to select a proposal, that proposal will be forwarded to the Full Board for their consideration and final vote.

Please keep in mind the following expectations of the selected organization when completing this score card (language from solicitation):

- The selected organization will conduct the necessary outreach and host job fairs to identify possible candidates for employment at East River Plaza from Community Board 11
- Conduct resume writing and interview skills workshops
- Collect and review resumes
- Provide prospective employee resumes to the tenants of East River Plaza for their consideration
- East River Plaza tenants will review, interview and hire applicants they deem qualified from such a pool of prospective employees before any other applicant for the initial hiring phase as well as for ongoing vacancies.

Also, please review the Submission Guidelines outlined in the solicitation to ensure the proposal adheres to them (must include Organization Profile/Experience and the required Submission Proposal Format).

**Please continue on reverse side**

**Committee Member Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Proposal Name:** \_\_\_\_\_ **Proposal ID (A, B, C):** \_\_\_\_\_

**Mandatory Requirements** – Please circle one – “Yes” if the proposal meets the mandatory requirement, “No” if the proposal does not meet the mandatory requirement. If the proposal does not meet all of the three mandatory requirements below then the proposal is disqualified. If the proposal is disqualified then you do not need to score the Evaluation Criteria and the Overall Score below should be marked as 0 (zero).

YES NO Applying organization must be a non-profit organization (with a maximum of two non-profit subcontracting organizations permissible)

YES NO Non-profit organization (and sub-contraction organization) must have at least 3 years of relevant work experience

YES NO Must be located within Community Board 11

**Evaluation Criteria** – After reading the entire proposal please provide a score for each of the four criteria below on a scale of 1 – 10 (1 being the lowest possible score and 10 being the best possible score). To compute the Overall Score, multiply each individual criteria score by its weight and add the products.

Score	Evaluation Criteria (weight)	Weighted Score
	Marketing and Outreach Plan (30%)	
	Organizational Experience with Retail Job Placement Programs (30%)	
	Relevant Personnel Experience (20%)	
	Financial Capabilities (20%)	
	<b>Overall Score</b>	

Please sign below – only score cards with signatures will be accepted.

**Committee Member Signature:** \_\_\_\_\_