

## Commercial Vendor RFP Sample Scoring Criteria

Scoring criteria are established to assist the SFA in determining which proposal will provide the best suited quality of service that most closely satisfies the requirements in the specifications. It must be the intent of the SFA to award the contract to the most responsive and responsible commercial vendor whose proposal conforms to the RFP which will be most advantageous to the SFA, price, kind and quality of meals, and other factors considered.

The Scoring criteria are the tool that provides the SFA with the ability to ensure that the Commercial Vendor is responsive to their specific requirements. The list below provides recommendations for SFAs to use when selecting their Scoring Criteria. **The primary factor in the award must be the price offered, therefore, all SFAs must use Criteria #1 which is Total Cost.** SFAs can select up to six (6) additional scoring criteria from the either the examples provided below or develop their own.

If an SFA has unique needs or concerns these should be part of the Scoring Criteria. Some examples may include use of “green” products or organic foods, an SFA with many dietary modifications, etc. It is important for an SFA to decide what is important in their Child Nutrition programs. **The selected Scoring Criteria must be included in the SFA’s RFP solicitation requirements** to ensure that they are addressed in the commercial vendor’s submitted proposals.

**Use instructions on Form 222 – Commercial Vendor RFP Scoring Criteria & Evaluation Form to have SFA evaluators individually score the responsive proposals.**

1. **Total Cost**; the points awarded to the total cost of the contract will be based upon the lowest total cost receiving the most points with decreasing points for each vendor’s higher cost.
2. **Hazard Analysis Critical Control Point (HACCP) Program-** Evidence of commercial vendor’s compliance with HACCP principles and the requirements of the New Jersey Health and Sanitation Code (Chapter 24) N.J.A.C. 8:24. Submission of documentation of the company’s HACCP Plan and identification of at least one current employee in charge who is a certified food protection manager having passed food safety certification examination administered by an accredited certifying program.
3. **Food Specifications**; vendor met or exceeded SFA’s requirements for food specifications in its response.
4. **Dietary Modifications**; commercial vendor has accommodated all dietary restrictions addressed in the RFP.
5. **Menus**; consider the vendor’s sample menus submitted for each Child Nutrition Program that the SFA participates in for variety, student acceptability, number and kinds of choices (including healthy choices) available. Proof of menu compliance with USDA regulations and meal patterns.
6. **Vendor Qualifications**; Evidence of company capability and experience as measured by performance record, years in the industry, relevant experience, and number of SFAs served, client retention and references and the commercial vendor’s organizational chart.
7. **Vendor Delivery Schedule and Packaging**; commercial vendor’s ability to provide an acceptable delivery schedule including details about: delivery vehicles type of transport containers, and detailed information about unitized or bulk packaging utilized to adhere to HACCP requirements for each meal type
8. **Reporting Systems**; Review of the commercial vendor’s procedures to ensure that the records/reports facilitate the completion of the monthly financial reports in an accurate and transparent manner to provide the SFA with the required information.
9. **Record Completion**; Review of the commercial vendor’s procedures to accurately calculate and complete daily delivery receipts (Form 45 CV – Bulk, or Form 45 CV – Preplated), production records and provide all documentation including recipes, nutrition fact labels, Child Nutrition (CN) labels and/or product formulation statements for procurement and administrative reviews conducted by the State Agency or upon request of the SFA, State Agency or USDA.

10. **Proposal**; completeness of the proposal submitted by the commercial vendor including all required forms as specified in the RFP.
11. **Communication Systems**: The commercial vendor's procedures/practices to communicate with the SFA to ensure timely communication regarding the ordering of meals, necessary adjustments to meals ordered, delivery schedule, and menu modifications based on student/parent preference and SFA's local wellness policy and prior approval for procurement of exceptions to the Buy American Provision.
12. **Meal Regulation Compliance**; the extent to which the commercial vendor's meals and services comply with applicable laws. All meals must be complete and eligible for State and Federal reimbursement.
13. **Screening of Products**: review of either sample:
  - product labels
  - appearance of products and packaging
  - taste testing (Adult and/or student)

Note: SFAs must determine in advance the criteria for documenting the results of any product screening. SFAs must keep accurate records of all screenings that justify their choices. All interested potential commercial vendors should be provided with a copy of the screening procedures in advance. "*Procurement in the 21 st Century*" (2013) posted on SNEARS Procurement Resources provides guidance on the procurement procedures that must be utilized to ensure full and open competition when screening products (pages 47 – 52).