

Scoring Criteria & Evaluation Instruction Form

RFP Scoring Criteria Chart:

THE CHART BELOW IS FOR ILLUSTRATION PURPOSES ONLY

SFA must complete the **Evaluation Criteria (Column A)** and **Weighting Factor Percentage (Column B)** sections in the chart on Form 17 as part of the RFP completion process. SFA can select from the sample criteria provided in the Sample RFP Scoring Criteria (Form #320) or develop their own. SFA must assign a Weighting Factor Percentage (Column B) for each criterion and **#1 Total Cost, must have the highest weighting factor percentage. Each Criterion must receive a score ranging from 1-5 points (Column C). Each score in Column C must be multiplied by the assigned weighting factor percentage to get a weighted score in Column D. Columns C and D must be completed by the evaluators once the proposals are reviewed.** Each evaluator should provide scores in the points section (Column C) based on their evaluation of the criteria listed and the way in which the individual criteria were addressed in each FSMC proposal. Minimum of 3 Evaluators is recommended. **When evaluating the proposals, scoring must be done individually and not as a group.**

<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>
The Criteria Used in Evaluating Proposals The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest	Weighting Factor Percentage	Points Score 1 to 5	Total Weighted Score Multiply Column B X C
1. Total Cost: points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, Total Program, Total Expenses) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.			
2.			
3.			
4.			
5.			
6.			
7.			
Weighting Factor Percentage in Column B should total 100% Total Score is the addition of all totals in Column D	100%		Total Score

To average the scores for FSMC Proposal Comparison Form (Form #24CR), add all total scores and divide by the number of evaluators. **The reason for contract award MUST be included in the criteria listed in the chart on Form 17. Criteria not listed CANNOT be used in the justification for awarding the contract.**

Sample RFP Scoring Criteria

The Scoring Criteria is the tool that provides the SFA with the ability to ensure that the FSMC is responsive to their specific requirements. The list below provides recommendations for SFAs to use when selecting their Scoring Criteria. **SFAs shall provide a minimum of 3 criteria. All SFAs must use Criteria #1 which is Total Cost.** If a 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, a SFA with many dietary modifications, etc. It is important for an SFA to decide what is important in their CN programs. Including these items in the Scoring Criteria ensures that the SFA’s requirements will be addressed in the proposals. When evaluating the proposals, **scoring must be done individually and not as a group.**

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 FSMC’s higher cost.
2. **Guaranteed Return;** the points awarded will be based upon the highest unlimited guaranteed return receiving the most points with decreasing points for each FSMC’s lower guaranteed return.
3. **FSMC Investment;** considers if the FSMC’s provided equipment/investment meets the stated goals the SFA has for its food service program. **(SFA can only score on this if an equipment investment was requested in the RFP).**
4. **Food Quality/Specifications;** FSMC met SFA’s requirements for food quality/specifications in its response.
5. **FSMC Staffing;** evaluate if the staffing plan incorporates SFA’s minimum staffing and food service director requirements. Is enough management staff being proposed? Does the staffing proposal provide reasonable flexibility?
6. **Menu;** consider the FSMCs’ 21-day cycle menu for variety, student acceptability, number and kinds of choices available and a la carte selections and pricing for students. Are you requiring food samples in your RFP?
7. **Promotion of Food Service Program;** the promotional materials and marketing programs each FSMC uses to encourage increases in sales and participation.
8. **Accounting and Reporting Systems;** the transparency and ease of use of the financial reports FSMC provides with their monthly billing. Integrity and reliability of monthly invoicing and reporting.
9. **Rebates, Discounts and Applicable Credits;** importance to SFA of the transparency of the detailed monthly reporting of rebates, discounts and credits versus an FSMC using an alternate net pricing policy. **(Applies to Cost Reimbursable Contracts only)**
10. **Proposed Meal Count and Financial Targets;** if the FSMCs are proposing increases in meal counts and income (revenue) in their proposals, are they realistic? Consider if their plans for achieving these goals are practical and reasonable.
11. **FSMC Transition Plan;** carefully consider all transition plans. Are too many established practices being changed, too many staffing changes being made, is enough time being allowed for transition from satellite programs to cooking on site? Consider the amount of changes being undertaken, can they be accomplished?
12. **Nutrition Education, SFA’s Nutrition Policy and Healthy Choices;** have these been highlighted in the proposals? Evaluate marketing practices, menus and a la carte choices.
13. **Employee Training;** do the trainings include: customer service, sanitation and HACCP, and culinary skills as well as Federal and State required trainings (including meal counting and claiming, regulations/procedures) for accuracy of submission of monthly reimbursement claims, and training hours?
14. **Corporate Capability and Experience;** some measures can include, performance record, years in the industry, client retention, references and financial condition of the FSMC.

NOTE: This form must be completed by each evaluator and kept on file with the School Food Authority (SFA).

Certification of No Conflict

Certification - No Conflict of Interest N.J.A.C. 5:34-4.3(e), (f)

I hereby certify that I have reviewed the conflict of interest standards in the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.

Name of Evaluator: _____

Title: _____

Signature: _____

Date: _____