XXXX School District

Attachment 2: RFP Evaluation Rubric

**[SAMPLE – The SFA must use the Evaluation rubric template provided but the award criteria and point system may be modified for the specific needs of the SFA. *However the contract price must be the highest weighted factor for the final contract award.* The criteria on this rubric should match the criteria in Exhibit L: Bidder Responsibility and Responsiveness Criteria]**

| **Criteria** | **Vendor 1** | **Vendor 2** | **Vendor 3** | **Vendor 4** | **Maximum**  **Allowable**  **Points** |
| --- | --- | --- | --- | --- | --- |
| **Price:**  Lowest Price = 30 Points  2nd Lowest Price = 20 Points  3rd Lowest Price = 10 Points  4th Lowest Price = 0 Points  ***NOTE: Price must be the highest weighted criterion for both the lowest and second lowest price.*** |  |  |  |  | **30** |
| **Meal / Menu Options Quality:**  Up to 5 points Main Entrée Options – evidence of fresh product use in school made main entrees and sides (less processed and breaded items). New entrée choices, Flavorful options, Menus are appealing with color, flavor and texture  Up to 5 points Deli Bar Variety of Options Gr 7-12 (Wholesome, freshly made sandwiches and sides)  Up to 5 points Fruit & Vegetable Bar Options & Variety – Bar options for different schools reflected in menu plans. |  |  |  |  | **15** |
| **Breakfast:**  Up to 5 points  Able to provide a variety of hot and flavorful Breakfast Options, and items for Grab & Go to all students – Menus show evidence of less processed foods, less/no sweet dessert type items. |  |  |  |  | **5** |
| **Staff, Professional Development:**  Up to 5 points  Provide qualified staff, ongoing professional development for staff to meet USDA annual training hours. Staff has food safety training prior to commencing the school year. |  |  |  |  | **5** |
| **Food Service Director:**  Up to 5 points  Offers qualified and experienced staff for Director of Food Service for solely this district and Company Nutritionist(s). |  |  |  |  | **5** |
| **A la Carte Offerings:**  Up to 5 points  A variety of options are offered meeting district wellness and nutrition policy requirements and evidence that all are Smart Snack compliant. |  |  |  |  | **5** |
| **Documentation & Recordkeeping:**  Up to 5 points  Strength of documentation, sample invoices, daily reconciliation and financial reports. |  |  |  |  | **5** |
| **Increased Participation/Nutrition Education**  Up to 10 points to increase options & participation – a descriptive plan is provided that appears doable. Provides Nutrition Education and Farm to School Activity plan. Evidence of activities and plan. Merchandises program and nutrition facts. |  |  |  |  | **10** |
| **Local Procurement:**    Up to 10 points  Able to source some seasonal food products from local vendors and those within 100 miles of the school district; Local purchases are tracked and documented. |  |  |  |  | **10** |
| **Financial Strength and Stability of Vendor’s Organization**  Up to 5 points  Submit most recent audited financials |  |  |  |  | **5** |
| **References:**  Up to 5 points  Three current references and history of lost accounts |  |  |  |  | **5** |
| **TOTAL** |  |  |  |  | **100** |