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 = 20 Points  2nd Lowest Price = 16 Points  3rd Lowest Price = 8 Points  4th Lowest Price = 0 Points  ***NOTE: Price must be the highest weighted criterion for both the lowest and second lowest price.*** |  |  |  |  | **20** |
| **Meal / Menu Quality:**  Proposed menus meet meal pattern requirements for each school age and grade-group and program. |  |  |  |  | **15** |
| **Breakfast Program**  A variety of breakfast menus and options are offered to students. |  |  |  |  | **10** |
| **School Nutrition Staff Benefits:**  Description of employee benefits including sick leave and paid time off. Relevant section of employee handbook.  Professional Development meets the USDA minimum standards. |  |  |  |  | **10** |
| **A la Carte Offerings:**  FSMC provides limited a la carte options for sale in the school programs for different grade groupings or school types. |  |  |  |  | **5** |
| **Documentation & Recordkeeping:**  The company provides a consolidated monthly invoice to the district. |  |  |  |  | **5** |
| **Increased Participation**  FSMC promotes the program and nutrition across all operating programs. |  |  |  |  | **5** |
| **Local Procurement:**    Bid commits to purchasing X% of food from Vermont local sources and tracking systems exist. |  |  |  |  | **15** |
| **Commitment to Sustainability**  FSMC demonstrates a commitment to sustainability via menus and operating practices |  |  |  |  | **5** |
| **Financial Strength and Stability of the Company**  Company is financially and administratively capable to operate and provide services to school district. |  |  |  |  | **5** |
| **References:**  Three current references and history of lost accounts |  |  |  |  | **5** |
| **TOTAL** |  |  |  |  | **100** |