XXXX School District

Exhibit L: Bidder Responsibility and Responsiveness Criteria

**[SAMPLE ONLY – SFA SHOULD MAKE SPECIFIC TO THEIR NEEDS. The criteria listed here should mirror the criteria in Attachment 2: RFP Evaluation Rubric.]**

| Bidder Responsibility and  Bid Responsiveness Criteria | Minimum Standard(s)  To Demonstrate Compliance | Evidence/Document(s) Required  To Demonstrate Compliance |
| --- | --- | --- |
| 1. **Meal / Menus:** | Menus: Proposed menus meet meal pattern requirements for each school age and grade-group and program. | Menus: Menus are prepared and submitted by FSMC, meet meal pattern requirements, and include all current and future proposed programs. RFP menu planning criteria are met; encourage increased participation in all programs sponsored. |
| 1. **Breakfast Program:** | Breakfast Program: A variety of breakfast menus and options are offered to students. | Breakfast Program: Menus and recipes provided indicate a variety of nutritious, creative, hot and cold breakfast options that include freshly prepared items, a variety to support increased participation, have the capacity to offer Grab & Go options or classroom consumption, are appealing to students and staff, and include minimally processed food items as much as possible. |
| 1. **Staffing:** | Staffing: Proposed staffing chart for school district. | Staffing: Staffing chart and any addendum equals the hours the minimum staff currently provides and includes thoughtful and supported change of hours or staff to support the improvement in quality and program participation.  Food service staff placement will be vetted for compatibility with positions in schools to support qualified kind, friendly, customer-oriented staff that interact with students and staff at the front of the house.  Evidence of Food Service Director/District On-Site Supervisor’s qualifications is provided. |
| 1. **A la Carte Options:** | A la Carte: The company provides a la carte options for sale in the school programs for different grade groupings or school types. | A la Carte: The list of items meets the criteria listed in the nutrition and wellness policy and RFP standards, is Smart Snack Compliant and appropriate based on individual school practices and guidance. |
| 1. **Program Documentation & Recordkeeping:** | Program Documentation: The company provides a consolidated monthly invoice to the district. | Program Documentation: The monthly invoice and documentation includes meal counts, a la carte sales and equivalents calculated, USDA Foods crediting and inventory data, meal counts by site, site activity reports with meal counts, funds collected and deposited, a la carte sales and catering totals, and any changes in staffing at respective sites. Information is clear, concise, and compliant. |
| 1. **Increased Participation:** | Increased Participation: The company promotes the program and nutrition in the variety of accounts. | Descriptions and Examples of promotional and merchandising signage is provided to indicate how the program and meals will be marketed to customers to encourage participation in the programs and to support the value in the program supporting the school district’s health, wellness and nutrition policies and goals. |
| 1. **Local Procurement:** | Local Procurement: The company purchases and uses local foods in menus per RFP criteria. | Local Procurement: The company indicates companies it uses to procure local foods for menu implementation, indicates local foods merchandising, and provides sample evidence of documentation of value local purchases as percent of total food purchases per State Law H. 79. |
| 1. **Financial Strength and Viability of the Company:** | Financial Strength and Viability of Company: Company is financially and administratively capable to operate and provide services to school district. | Financial Strength and Viability: The company submits the most recent 2 years’ Audited Profit and Loss Statements that indicate stability and profitability of the company. The company provides company staffing information to indicate administrative capability for oversight, management, and program operations. |
| 1. **References:** | References: Company will include three current references of similar program schools. | References: Company will submit three current references with contact information, description of account in terms of programs serviced, meal counts, and years of operating these referenced schools. Also include a history of lost accounts. |