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 | Evaluation Considerations  (Not all points need to be met to be considered Responsive, but the more points met will lead to higher scores) |
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| 1. **Price** | Bid Summary is used to calculate price. | Price must be the highest weighted criterion for both the lowest and second lowest price. |
| 1. **Meal / Menu Quality:** | Proposed menus meet meal pattern requirements for each school age and grade-group and program. | * Menus are prepared and submitted by FSMC, meet meal pattern requirements, and include all current and future proposed programs * Menus and recipes provided indicate a variety of nutritious and creative options that include freshly prepared items * Descriptive and specific examples of menu items are included which speak to the quality of meals * Pictures of meals are provided to illustrate quality * A fruit or vegetable bar option for all NSLP sites is included * Menu items are diverse and creative * Vegetarian options are included at least X days per week |
| 1. **Breakfast Program:** | A variety of breakfast menus and options are offered to students. | * Menus and recipes provided indicate a variety of nutritious, creative, hot and cold breakfast options that include freshly prepared items and a variety to support increased participation * FSMC has the capacity to offer Grab & Go options or operate Breakfast After the Bell * Pictures of meals are provided to illustrate quality * Majority of menu items are minimally processed (such as yogurt or egg and cheese sandwiches) * Fruit is highlighted on the menu (either via the limited use of juice to meet fruit requirements and/or fresh cut fruit options offered multiple times throughout the week) * Breakfast items contain limited added sugars and yogurts and breakfast cereals comply with CACFP regulations for added sugars (Yogurt contains no more than 23g of sugar per 6 oz. and cereal contains no more than 6g of sugar per dry oz.) * Grain Based Desserts are not offered as breakfast items |
| 1. **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. | * Employee benefits include reasonable amounts of sick leave and paid time off * Professional Development is provided which meets or exceeds minimum standards. * Staff are paid for their hours spent receiving Professional Development * A comprehensive health insurance package is provided * Clear explanation of how employee benefits align with the FSMC’s mission and values * There is a clear plan in place for when multiple staff are sick * Documentation of low turnover at other SFA accounts is provided * Bids from FSMCs offering more generous benefits packages receive higher scores on this criterion |
| 1. **A la Carte Offerings:** | FSMC provides limited a la carte options for sale in the school programs for different grade groupings or school types. | * The list of items meets the criteria listed in the nutrition and wellness policy and RFP standards * All items are Smart Snack Compliant and appropriate based on individual school practices and guidance (Alliance for a Healthier Generation Smart Snacks Product Calculator may be used to determine) * No more than X a la Carte options are offered at each site * Bids in which a la carte (other than milk) is not offered during program meal service will receive higher scores |
| 1. **Documentation & Recordkeeping:** | The company provides a consolidated monthly invoice to the district. | * The monthly invoice and documentation include meal counts by site, a la carte sales and equivalents calculated, catering totals, USDA Foods crediting and inventory data, site activity reports with meal counts, funds collected and deposited, and any changes in staffing at respective sites. * Information is clear, concise, and compliant. |
| 1. **Increased Participation:** | FSMC promotes the program and nutrition across all operating programs. | * 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 SFA’s health, wellness and nutrition policies and goals. * FSMC will budget for and run monthly taste tests to increase participation and encourage the consumption of fruits and vegetables * A clear plan is included which outlines exactly what initiatives would be enacted. |
| 1. **Local Procurement:** | Bid includes commitment to purchase at least X% of program foods locally (defined as Vermont Local by VT Act 129).  A system for tracking and reporting local is included in the bid. | * FSMC 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. * History of reliable and consistent local purchasing in other accounts. * FSMC will use Harvest of the Month or similar programs to highlight local products on the menu * Bids that do not address local would receive no points for this criterion. Bids may receive partial points if a local purchasing commitment is included but no additional details are provided. |
| 1. **Commitment to Sustainability:** | FSMC demonstrates a commitment to sustainability via menus and operating practices | * Menus include plant-forward items, * Clear plan is included which details how food packaging will be limited. Packaging that is used is primarily made of recycled or compostable materials * All trays and utensils used during meal service is reusable |
| 1. **Financial Strength and Viability of the Company:** | Company is financially and administratively capable to operate and provide services to school district. | * 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:** | Company will include three current references of similar program schools. | * 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. * Higher levels of satisfaction and enthusiasm of references will lead to higher scores. |