

## RFP Scoring Criteria and Evaluation Form

USDA requires that an evaluation and scoring plan be included in the RFP prior to the receipt of any proposals. SFAs must not change or by-pass the published evaluation and scoring criteria to circumvent full and open competition. SFA must complete the table below to evaluate all responsive proposals submitted by the Food Service Management Companies. SFA can select from the sample criteria provided by the State Agency Sample RFP Scoring Criteria (Form #320) or develop their own. However, **price/cost must be the primary consideration and must have the most weight of all the scores, criteria #1 therefore, must remain on the scoring form.** At least 6 scoring criteria must be provided. SFAs may not include a FSMC's prior experience with the SFA as a category during any competitive procurement procedure.

The Criteria Used in Evaluating Proposals <small>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</small>	Weighting Factor	Points	Total Score
1. <b>Total Cost:</b> points awarded to the cost of the contract will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.	30%	1-5	
2. Total Guarantee: points awarded will be based upon the highest guaranteed return receiving the most points with decreasing points for each FSMC's lower guarantee return.	25%	1-5	
3. Proposed onsite management: Considers the number of the management team proposed, references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level.	15%	1-5	
4. The Food Service program proposed: Considers how the FSMC will provide good variety, great taste, freshness, authenticity, healthy choices and excellent service that will be the norm.	10%	1-5	
5. FSMCs capability, record of performance and financial condition: Corporate capability and experience will be measured by performance record, years in industry, experience, etc.	10%	1-5	
6. The FSMCs demonstration of having a complete understanding of the SFA's School Food Service Program and its service requirements.	10%	1-5	
7.			
8.			
9.			
10.			

Each evaluator should provide scores in the points section above based on their evaluation of the criteria listed and the way in which the individual criteria were addressed in each FSMC proposal. **When evaluating the proposals, scoring must be done individually and not as a group. To average the scores for FSMC Proposal Comparison Form (Form #24CR), add all scores and divide by the number of evaluators.**

Print Name of Evaluator & Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_

**SFA MINIMUM STAFFING REQUIREMENTS**

Assigned School/Location	Position	No. of Staff in this position at this location	Total Labor Hours per Day
Monmouth Junction Elementary School	Food Service Worker	1	6
Crossroads North Middle School	Lead	1	6
Crossroads North Middle School	Cook	1	8
Crossroads North Middle School	Food Service Worker	1	5
Crossroads North Middle School	Food Service Worker	4	5.5
Crossroads North Middle School	Food Service Worker	1	5.75
Crossroads North Middle School	Food Service Worker	1	6
Crossroads South Middle School	Lead	1	6
Crossroads South Middle School	Cook	1	8
Crossroads South Middle School	Food Service Worker	1	4
Crossroads South Middle School	Food Service Worker	3	5.5
Crossroads South Middle School	Food Service Worker	3	5.75
Crossroads South Middle School	Food Service Worker	1	6
South Brunswick High School	Lead	1	6
South Brunswick High School	Food Service Worker	1	4.5
South Brunswick High School	Food Service Worker	6	5
South Brunswick High School	Food Service Worker	12	5.5
South Brunswick High School	Food Service Worker	4	5.8
South Brunswick High School	Food Service Worker	1	7
South Brunswick High School	Utility	2	5
District Wide	Director	1	8
District Wide	Executive Chef	1	8
District Wide	Sous Chef	1	8
District Wide	Assistant Director	3	8