



1 National Life Drive, Davis 5
Montpelier, VT 05602-2501 (p) 802-828-1626 | (f) 802-828-6433

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
<p>Price: Lowest Price = 20 Points 2nd Lowest Price = 16 Points 3rd Lowest Price = 8 Points 4th Lowest Price = 0 Points</p> <p><i>NOTE: Price must be the highest weighted criterion for both the lowest and second lowest price.</i></p>					20
<p>Meal / Menu Quality: Proposed menus meet meal pattern requirements for each school age and grade-group and program.</p>					15
<p>Breakfast Program A variety of breakfast menus and options are offered to students.</p>					10
<p>School Nutrition Staff & Benefits: Description of employee benefits including sick leave</p>					10

Criteria	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Maximum Allowable Points
and paid time off. Relevant section of employee handbook. Professional Development meets the USDA minimum standards.					
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:					5

Criteria	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Maximum Allowable Points
Three current references and history of lost accounts					
TOTAL					100