

# Food Service Management Company (RFP) Evaluation Criteria

## Cut-off Score: 75

Note: Only scores or methods identified in the RFP document will be used to evaluate responses and award.

	Criteria	Points
<b>A</b>	<b>Section 1 – Cost Proposal</b>	<b>50</b>
	The offeror shall provide pricing on the proposal form which is included in this solicitation.	
<b>B</b>	<b>Section 2 - Menu / Product Identification / Nutrition Analysis Menus</b>	<b>15</b>
	<b>The firms were asked to provide the following:</b>	
	Provide detailed product identifications for all food items necessary to prepare the menu cycles. The product identifications shall be in sufficient detail for the SFA to determine the quality and portion size (if applicable) of all food to be purchased under the contract for the proposed twenty one (21) day menu.	
<b>C.</b>	<b>Section 3 Marketing / Training / Operations Marketing</b>	<b>15</b>
	<b>The firms were asked to provide the following:</b>	
	<b>1. Marketing:</b> Provide a marketing plan to include the following:	
	a) Promotion of the school breakfast and lunch program and nutrition education.	
	b) Promotions for school lunch week;	
	c) Increasing breakfast participation in all schools; and	
	d) Increasing lunch participation in high schools.	
	e) Describe your plan to increase overall student participation in the meal service program including projected increases.	
	f) Describe your plan regarding involvement of students, parents and staff in the food service program at the local school level.	
	g) Describe any service programs you can offer that will complement and enhance the food service program.	
	<b>2. Training:</b> Provide a detailed staff training plan to be used throughout the contract period including the following:	
	a) Subject areas to be covered including food safety, meal preparation, menu planning, menu forecasting, nutrition education, ethics and customer service;	
	b) Training materials to be used; and	
	c) Frequency of training.	
	<b>3. Operations:</b> Provide an operations plan including the following:	
	a) Does the FSMC have a detailed, customized transition plan covering the startup activities	
	b) Processes to be performed daily	
	c) Quality control and customer satisfaction measures	
	d) Provide a staffing plan by school with positions and hours to be worked.	

	e) Describe your employment process including recruiting, screening, training and how you will address employee absences, turnover and other staffing issues.	
	f) List all subsidiaries or related companies that you will do business with and provide details on type of goods and/or services they will provide.	
	g) Provide your procurement policies and procedures for food, supplies and services.	
	h) Provide a list with details of any special contracts, agreements, relationships or arrangements between your company and vendors from whom the company will procure goods and/or services for the SFA.	
	<b>4. Procurement:</b>	
	a) FSMC has a plan to track and monitor the Buy American provision	
	b) FSMC is able to show compliance with all federal procurement regulation	
	c) FSMC has a plan to utilize USDA foods	
<b>D.</b>	<b>Section 4 Accounting and Reporting Systems</b>	<b>5</b>
	Provide a sample invoice and any reports used:	
	1. Reports are easy to evaluate	
	2. Invoice contains all required information as indicated in appendix 3	
	3. Offer follows GAP	
	4. Clarity of rebates, discounts, and credits on invoices (cost reimbursable contracts only)	
<b>E.</b>	<b>Section 5 Company Experience</b>	<b>5</b>
	1. Provide a list of all comparable accounts for which your company is currently under contract to provide FSMC services as indicated in exhibit K.	
	2. Provide a list of K-12 school districts that have terminated or not renewed your food service management contract during the past five years. Include the name of the district, address, primary contact, telephone number and reason for termination or nonrenewal.	
	3. Description of the services provided including number of schools where meals and/or snacks were provided and the average number of breakfasts, lunches and after school snacks served to students daily.	
	4. Indicate if the meal participation has increased or decreased and the percentage of increase or decrease over a specified time period.	
	5. Describe the methodology you will utilize to implement and maintain a successful food service program that meets the needs of SFA	
	6. Describe how the company will monitor and report on progress of goals.	
<b>F.</b>	<b>Section 6 Company Financials</b>	<b>5</b>
	1. Submit three (3) years audited financial statements or three (3) years tax returns.	
	2. Financial ratios to include the following: current ratio, cash ratio, debt ratio and debt-to-equity ratio.	
	3. A budget projection for school year 2020 - 2021.	
	4. Provide your D-U-N-S number.	
<b>G.</b>	<b>Section 7 Other Optional Considerations</b>	<b>5</b>
	<input type="checkbox"/> Interaction between the LEA/SFA and the FSMC during the RFP process	
	<input type="checkbox"/> FSMC utilizes local produce in menus (III.E.(5) in RFP)	
	<input type="checkbox"/> Guarantee	
	<input type="checkbox"/> Provide a description of the compensation and benefits package for the FSMC staff	
	<b>Total</b>	