

Prescott Valley Charter School  
**RFP Template Proposal Evaluation**

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Name of Offeror

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Date of Evaluation

**EVALUATION COMMITTEE INSTRUCTIONS**

This is the first meeting of the evaluation committee for RFP # PVS 2016. At this meeting, I shall distribute the original solicitation, the Offeror's proposals, team member briefings and reference questions. After review and individual evaluation scoring of each proposal, we will discuss questions and/or comments.

The evaluation committee will come to a consensus regarding which proposal(s) is the most advantageous to the Prescott Valley Charter School.

After reading the solicitation, please thoroughly review each proposal; the "Scope of Work" and "the Special Instructions to Offerors" for the information requested by the District. All comments should address the Offeror's response to our specific requirements of the solicitation.

Worksheets containing your comments and ranking will become a part of the file which is a public record. Each committee member shall individually write their comments, both negative and positive on the forms provided. If possible, make all comments brief and to the point. List any questions and comments you may have regarding any area of the proposal that may need clarification. Also list any area of concern or areas that you feel need to be enhanced, discussed or negotiated.

If the committee feels that it is necessary, discussions with the Offeror(s) shall be held. The committee shall decide if the discussion will be by telephone, by letter, or in person with the Offeror(s).

If discussions are held with an Offeror(s), the ranking and comments will become a "preliminary evaluation". Responses to the discussions with Offeror(s) will be forwarded to the committee members. The committee will discuss any changes in preliminary comments/ranking due to Offeror(s) responses to the discussion letter(s).

If discussions are held, or upon committee recommendations; the final step in the evaluation process shall be to request a Best and Final Offer. (BAFO) When the BAFO is received, if there are any changes, the BAFO's will be distributed to the committee for comment. If there are no further comments from the committee, award will be made.

To maintain consistency on the "Proposal Evaluation Scoring Summary" when making comments, PLEASE USE THE FOLLOWING WORDS "non-responsive"(i.e. we asked them to provide some specific information and they did not provide it), "poor response, fair response, good response, very good response and exceptional response".

The committee must be able to defend its choice. We evaluate on qualitative and quantitative factors. We cannot be arbitrary and capricious. We need to be consistent and fair.

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**EVALUATION CRITERIA**  
**I. Pricing Section (Weight 40%)**

The Committee members must evaluate objectively the administrative and management fee responses on attachment 7.3 using the mathematical formula below.

**Formula that must be used when evaluating Administration Costs and Management Fee**

Once the lowest price is chosen, the evaluation will score based on percentages. The formula is:

X = Lowest Price out of all respondents

Y = Respondent being evaluated

Z = Number of Points available

The Formula is: X divided by Y times Z = Total Points (X/Y) x Z

✓ Document the Caterer's Proposed Breakfast Price Per Meal \$\_\_\_\_\_

✓ Document the Caterer's Proposed Lunch Price Per Meal \$\_\_\_\_\_

✓ Document the Caterer's Proposed Snack Price Per Meal \$\_\_\_\_\_

A. Document the Mathematical Formula Used to score Breakfast Price Per Meal  
(Delete if not part of the Scope of Work and add points to the Lunch Price Per Meal)

See above formula as a reference.

**Total Points** \_\_\_\_\_ scored for the Breakfast Price Per Meal (Maximum Points 300 Points)

B. Document the Mathematical Formula Used to score Lunch Price Per Meal

See above formula as a reference.

**Total Points** \_\_\_\_\_ scored for the Lunch Price Per Meal (Maximum Points 550 Points)

C. Document the Mathematical Formula Used to score Snack Price Per Meal  
(Delete if not part of the Scope of Work and add points to the Lunch Price Per Meal)

See above formula as a reference.

**Total Points** \_\_\_\_\_ scored for the Snack Price Per Meal (Maximum Points 150 Points)

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Add the total points the evaluator gave to the Caterer's in the *Pricing* Section for both A, B, and C. Document the points in the table below:

Letter	Name Evaluated	Points Allowed	Points Scored
A	Breakfast Price Per Meal	300	
B	Lunch Price Per Meal	550	
C	Snack Price Per Meal	150	
Total Points		1,000	

Weighted Score \_\_\_\_\_ x40%

Final Score for *Pricing* Section \_\_\_\_\_ (Maximum 400 Points)

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**II. Method of Approach and Implementation Plan Section (Weight 30%)**

Evaluate the Offeror’s Method’s of Approach and Implementation Plan responses to information in the Scope of Work.

Scope of Work Section Evaluated	Points Allowed	Points Scored
<b>A. Purchase Specifications</b>	200	
<p>1. How will the Caterer purchase all food and non-food at the lowest price possible consistent with maintaining quality standards and service. The Caterer shall be responsible for purchasing standards and specifications to bring about the best quality and price for the Prescott Valley Charter School food service program. Specifications shall cover items such a grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time.</p> <p>Comments:</p>		
<b>B. Menu Planning</b>	800	
<p>1. Evaluate the 21-day or 42-day cycle menu submitted. These are on Attachments 7.4 and 7.5.</p> <p>2. The Caterer will use strategies to keep costs low and quality high to prepare and serve a variety of high quality, wholesome, and nutritious food and beverages for students, faculty, staff, employees, and others as chosen by the SFA.</p> <p>3. The Caterer shall implement a Hazard Analysis and Critical Control Point (HACCP) based food safety program in compliance with United States Department of Agriculture (USDA) guidance. To ensure preparation and service methods are compliant with USDA guidance; the Caterer will submit a HACCP based food safety plan that includes standard operation procedure and recipes categorized according to the process approach. Public Law 108-265. The Caterer must submit a HACCP plan in the proposal. Review Attachment 7.6</p> <p>Comments:</p>		

Poor Response	=	0 % to 19% of the Points
Fair Response	=	20% to 39% of the Points
Good Response	=	40% to 59% of the Points
Very Good Response	=	60% to 79% of the Points
Exceptional Response	=	80% to 100% of the Points

Score (Max 500)

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Justify your rating. You may want to cite specific page number and proposal statements/items. You may use the reverse side of this sheet or additional pages, if necessary.

General Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Strengths:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Weaknesses:  
 \_\_\_\_\_  
 \_\_\_\_\_

Add the total points the evaluator gave to the Caterer's in the Method of Approach and Implementation Plan Section for both A, B, and C. Document the points in the table below:

Letter	Name Evaluated	Points Allowed	Points Scored
A	Purchase Specifications	200	
B	Menu Planning	800	
Total Points		1,000	

Weighted Score \_\_\_\_\_ x35%

Final Score for Method of Approach and Implementation Plan Section \_\_\_\_\_ (Maximum 350 Points)

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**III. Offeror’s Experience, Expertise, and Reliability Section** (Weight 25%)

Evaluate the Offeror’s Experience and Expertise and Reliability, responses to the following attachments such as; 7.2 ,7.7, 78, 7.9, 7.10, 7.11, 7.12, and 7.13.

<b>Offeror Experience, Expertise, and Reliability</b>	<b>Points Allowed</b>	<b>Points Scored</b>
Review the information in Attachment 7.2, ‘Offeror’s References’ Comments:	250	
Review the information in Attachment 7.7, ‘Offeror’s Catering Information’ Comments:  Comments continued:	50	
Review the information in Attachment 7.8, ‘Offeror Supplier Information’ Comments:	200	
Review the Information in Attachment 7.9, ‘ Offeror’s Adherence to Federal Guidelines’ Comments:	100	
Review the information in Attachment 7.10, ‘Offeror’s Approach to USDA Commodities or	200	

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Donated Foods' (Delete or modify move the 200 points to 7.7) Comments:	(Delete or modify move the 200 points to 7.7)	
Review the information in Attachment 7.11, ' Offeror Employee Information' (Delete or modify move the 50 points to 7.9) Comments:	0 (Delete or modify move the 50 points to 7.9)	
Review the information in Attachment 7.12, 'Conflict of Interest' and 7.13 'Discontinued or Terminated Services'. Comments:	200	

Poor Response	=	0 % to 19% of the Points
Fair Response	=	20% to 39% of the Points
Good Response	=	40% to 59% of the Points
Very Good Response	=	60% to 79% of the Points
Exceptional Response	=	80% to 100% of the Points

Justify your rating. You may want to cite specific page number and proposal statements/items. You may use the reverse side of this sheet or additional pages, if necessary.

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Strengths: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
**Weaknesses:**  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Other Comments about RFP:**  
 \_\_\_\_\_

Add the total points the evaluator gave to the Caterer's in the Offeror's Experience, Expertise, and Reliability Section for both A, B, and C. Document the points in the table below:

Letter	Name Evaluated	Points Allowed	Points Scored
A	Attachment 7.2, Offeror's References	250	
B	Attachment 7.7 Offeror's Catering Information	50	
C	Attachment 7.8, Offeror Supplier Information	200	
D	Attachment 7.9, Offeror's Adherence to Federal Guidelines	50	
E	Attachment 7.10 Offerors Approach to USDA Commodities'	200	
F	Attachment 7.11, Offeror Employee Information	50	
G	7.12. Conflict of Interest and Attachment 7.13 Discontinued Terminated Services	200	
Total Points		1,000	

**Total Points** \_\_\_\_\_ (Maximum Points 1,000 Points)  
**Weight** \_\_\_\_\_ x 25%  
**Score** \_\_\_\_\_ (250)



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**Catering Final Scoring Sheet**

<b>Section Name</b>	<b>Total Points Allowed</b>	<b>Total Points Scored</b>
I. <i>Pricing</i> Section (Weight 40% or 400 point Maximum)	400	
II. <i>Method of Approach and Implementation Plan</i> Section (Weight 35% or 350 points Maximum)	350	
III. <i>Offeror's Experience, Expertise, and Reliability</i> Section (Weight 25% or 250 points Maximum)	250	
<b>Total Points Evaluator Gave to the FSMC Proposal (Total Points 1,000)</b>	1,000	

Other Comments about RFP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Score \_\_\_\_\_ (Maximum 1000 Points)

**Signature of Evaluator:** \_\_\_\_\_