|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BID Evaluation Matrix (MILK DISTRIBUTORS)** | | | | |
| **Which procurement method was used (circle one)?** Informal Procurement Method or Formal Procurement Method  *(If the estimated value of the awarded contract exceeded the Small Purchase Threshold ($250,000) School Food Authority (SFA) must use the formal procurement method)*  **Date solicitation of bids started:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** **solicitation of bids ended:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Received a “Distributor Statement of No Bid” (circle one)? Yes or No  If yes, list distributor(s):   1. Distributor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Why no bid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Distributor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Why no bid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Distributor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Why no bid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Submitted Bids** | | | | |
| **Distributor Name**: | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date Bid Received**: | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Evaluation Criteria** | | | | |
| **Submitted bid complied with all specifications and requirements?** | Mandatory | Yes or No | Yes or No | Yes or No |
| **All attachments were completed and signed?** | Mandatory | Yes or No | Yes or No | Yes or No |
| **Products passed taste testing?**  List products tested:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mandatory | Yes or No | Yes or No | Yes or No |
| **Submitted complete “Bid Form” with bid?** | Mandatory | Yes or No | Yes or No | Yes or No |
| **Bidder is responsive?** | Mandatory | Yes or No | Yes or No | Yes or No |
| **Bidder is a responsible bidder?** | Mandatory | Yes or No | Yes or No | Yes or No |
| **Total Extended Cost (Pricing):** | | **$** | **$** | **$** |
| **Selected Distributor:** | | **🞎** | **🞎** | **🞎** |
| **Notes:** | | | | |
| **Name of person completing this evaluation matrix**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date that evaluation matrix was completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Name of bidder selected**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Bidder selected was notified on**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If notification was in writing, attach the document to the procurement log/evaluation matrix)  **Method of notification**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email/Fax/Mail/In person/Phone) | | | | |
| SFA shall retain all required records for a period of five (5) years after SFA makes final payment and all other pending matters are closed, including any ongoing audits, or the end of the fiscal year to which they pertain, whichever is greater.  Bid evaluation matrix should be filed with all other procurement documents including submitted bids and made available upon request by DPI. | | | | |