# **FSMC Proposal Evaluation Matrix**

**Instructions and example for Completing FSMC Proposal Evaluation Matrix**

The FSMC Proposal Evaluation Matrix can to be used to document scoring of proposals received by offerors as a result of the SFA releasing its RFP. Only a responsible offering a responsive proposal can be considered for the awarded contract. This evaluation matrix will service a procurement record of points scored for each proposal received. The proposal receiving the highest number of points will be selected for the awarded contract. During the evaluation process the SFA must make certain that all offerors are treated the same and no offeror receives an advantage over another offeror. **All procurement records must be kept for at least three years from the date the last invoice is paid. Below is an example of how to complete the evaluation matrix.**

**FSMC Proposal Evaluation Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FSMC Name:** | | **FSMC A** | **FSMC B** | **FSMC C** |
|  | Initial Review of Proposals |  |  |  |
| Proposal Received by Due Date: | Required |  |  |  |
| Proposal contained all required narratives, documentation, and completed spreadsheets: | Required |  |  |  |
| Proposal is responsive and can be considered for further evaluation: | Required |  |  |  |
|  | Points Scored | Points Scored | Points Scored | Maximum Points |
| Cost/Financial Proposal | 40 | **33.33** | **40** | **37.33** |
| *Calculation of Cost/Financial Proposal Points:* | | ***[125,000/150,000] x 40 = 33.33*** | ***[150,000/150,000] x 40 = 40*** | ***[140,000/150,000] x 40 = 37.33*** |
| Transparency and Reporting of Rebates, Discounts, and Credits | 5 | **5** | **5** | **5** |
| Guarantees to Food Service Account | 5 | **5** | **5** | **5** |
| Experience, References, and Service Capability | 10 | **10** | **7** | **8** |
| Financial Condition/Accounting Reporting Systems | 5 | **5** | **5** | **5** |
| On-site Manager: Food Service Director/Overall Staffing Plan | 10 | **8** | **10** | **10** |
| Professional Development/Training Opportunities | 5 | **0** | **5** | **5** |
| Promotion of the School Food Service Program | 5 | **2** | **5** | **4** |
| Involvement of Students, Staff and Patrons | 5 | **5** | **1** | **5** |
| Menu Selection, Use of USDA Foods, Food Quality, and Portion Sizes | 10 | **8** | **8** | **10** |
| **Total Points Scored:** | **100** | 81.33 | 91 | 94.33 |
| \* Winning Proposal Selected | | **🞎** | **🞎** | **☑** |
| \* If winning proposal was not selected explain: | | | | |
| **Additional Notes:** | | | | |
| Signature of person completing this form: Sam Anderson | | | | Date: July 15, 2012 |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  | Initial Review of Proposals |  |  |  |
| Proposal Received by Due Date: | Required |  |  |  |
| Proposal contained all required narratives, documentation, and completed spreadsheets: | Required |  |  |  |
| Proposal is responsive and can be considered for further evaluation: | Required |  |  |  |
|  | Points Scored | Points Scored | Points Scored | Maximum Points |
| Cost/Financial Proposal |  |  |  |  |
| *Calculation of Cost/Financial Proposal Points:* | |  |  |  |
| Transparency and Reporting of Rebates, Discounts, and Credits |  |  |  |  |
| Guarantees to Food Service Account |  |  |  |  |
| Experience, References, and Service Capability |  |  |  |  |
| Financial Condition/Accounting Reporting Systems |  |  |  |  |
| On-site Manager: Food Service Director/Overall Staffing Plan |  |  |  |  |
| Professional Development/Training Opportunities |  |  |  |  |
| Promotion of the School Food Service Program |  |  |  |  |
| Involvement of Students, Staff and Patrons |  |  |  |  |
| Menu Selection, Use of USDA Foods, Food Quality, and Portion Sizes |  |  |  |  |
| **Total Points Scored:** |  |  |  |  |
| \* Winning Proposal Selected | | **🞎** | **🞎** | **🞎** |
| \* If winning proposal was not selected explain: | | | | |
| **Additional Notes:** | | | | |
| Signature of person completing this form: | | | |  |

**Name of FSMC selected**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FSMC selected was notified on**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If notification was in writing attach document to the procurement log/evaluation matrix)

**Method of notification**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email/Fax/Mail/In person/Phone)