

j. **Data Requests.** Each responding vendor must furnish all data, technical literature and samples that HPS requests in connection with its evaluation of the vendor’s proposal. **Understood**

k. **Evaluation Criteria.** Proposals must include separate price and non-price (technical) proposals. The HPS School Food Purchasing Advisory Committee will evaluate proposals based upon the following factors, assigning to each factor the relative weight listed below:

1.	Price	20
2.	Completeness of the RFP.....	15
3.	Program Support.....	15
4.	Ability of vendor to comply with product specifications.....	15
5.	Ability of vendor to deliver commercial and commodity items	15
6.	System Support.....	15
7.	Value added programs offered by vendor.....	5

Each responding vendor’s score for Price will be calculated by applying the following formula:

$$\text{Price Score} = [20] \times \frac{\text{Low Commercial Proposal}}{\text{Commercial Proposal Being Evaluated}}$$

Non-price proposals will be evaluated using the following comparative criteria:

2. **Completeness of the RFP:**

Highly Advantageous (8-15 points): The proposal provides sufficient detail and documentation in order to properly evaluate the proposal.

Not Advantageous (0-7 points): The proposal provides insufficient detail and documentation in order to properly evaluate the proposal.

3. **Program Support:**

Highly Advantageous (12-15 points): The proposal provides sufficient detail and documentation to demonstrate that the responding vendor has the necessary proficiency. Over 10 years of experience with bids of similar size, the ability to provide HPS all CN information or Product Formulation Statement on manufacturer’s letterhead in pdf format, using your distribution item code as the file name for each item (e.g., if 1234567 is your distributor item code for ketchup, the nutrition information file name for ketchup would be 1234567.pdf).and resources to provide the Program Support required by this RFP. Over 5 Registered Dietician (RD) staff to assist the HPS Member, in conjunction with a sales staff. Lastly sufficient icons on the vendors ordering platform to identify contract items, and buy American compliant items.

Advantageous (8-12): The proposal provides adequate detail and documentation to demonstrate that the responding vendor has the necessary proficiency. Between 5 and 9 years of experience with bids of similar size, resources to provide the Program Support required by this RFP. Between 0-4 dedicated RD staff to assist the HPS Member, in conjunction with a sales staff. Lastly sufficient icons on the vendors ordering platform to identify contract items, and buy American compliant items.