

i. **Sales Volume; Separate Contract Items.** The sales volume figures shown on **Exhibit C** and volume projections stated elsewhere in this RFP are intended for the responding vendor’s own use as an aid in determining approximate quantities. HPS makes no guarantee, express or implied, as to the exact quantities of Products that will be purchased by HPS Institutions, and the Awarded Distributor will be required to honor its pricing if quantities vary from **Exhibit C** or from projections stated elsewhere in this RFP. Responding vendors should note that HPS already has entered into group purchasing contracts for certain items included in the Proposal of Material – Specification List attached as **Exhibit C** (see Section 5.c.2 above). **Understood**

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.** The HPS School Food Purchasing Advisory Committee will evaluate proposals based upon the following factors, assigning to each factor the relative weight listed below:

a.	Price.....	20
b.	Completeness of the RFP.....	15
c.	Program Support.....	15
d.	Ability of vendor to comply with product specifications.....	15
e.	Ability of vendor to deliver commercial and commodity items .....	15
f.	System Support.....	15
g.	Value added programs offered by vendor .....	5

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

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

HPS will award the contract, if at all, to the responsive and responsible vendor whose proposal is considered most advantageous to the SFAs and other HPS Institutions. HPS will not necessarily award the contract to the lowest-price vendor. HPS will notify the Awarded Distributor by electronic mail to the email address set forth in the vendor’s proposal, with a duplicate copy deposited in the United States mail, certified, return receipt requested.

l. **Accept or Reject.** HPS reserves the right to accept or reject any and all proposals, in whole or in part (provided, that any rejection of all proposals must be for a sound, documented reason); to request additional information or prices from one or more responding vendors; to waive any irregularities in any proposal; or to allow responding vendors to update or correct any errors in any proposal. HPS also reserves the right to award the contract without discussion with any responding vendor. **Understood**

m. **Single or Multiple Award.** HPS anticipates making one award to a single responsive and responsible firm that offers the most advantageous proposal best meeting the requirements of the HPS Institutions. However, HPS reserves the right to make multiple awards if it determines that would be in the best interest of the HPS Institutions. **Understood**