

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:

**Price Score = [20] x Low Commercial Proposal
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**

n. **Geographic Area.** HPS evaluates all proposals regardless of geographic coverage. Geographic service area is not an exclusion from the RFP process. HPS will evaluate all proposals by geographic service area allowing each vendor to submit competitive proposals according to market conditions in each geographic service area. **Understood, See Tab 13 Service Area**