

Instructions for Completing Evaluation Criteria and Bid Point Calculator

The Bid Point Calculator may be used to calculate the total number of points awarded by the school food authority (SFA) to each proposal. The Bid Point Calculator can be used for either a cost-reimbursable or a fixed meal price contract.

1. At the top of the spreadsheet, type in each company name. The companies must be listed in order of lowest price, with the *lowest price at the left* and highest price at the right.
2. In the cell for “Maximum Points Available for Low Price” line, type in the maximum number of points that the school has set to be available based on the price portion of each proposal. Federal procurement regulations require that the number of points available for low price be greater than the number of points available for any other criterion. There is no maximum limit to the number of points that may be awarded for low price.
3. On the “Grand Total Proposed Price” line, type in the grand total costs from each proposal, again from lowest to highest.
4. Once the required information on costs from each proposal has been entered on the spreadsheet, the numbers for “Percent of Points Awarded for Low Price” and “Total Points Awarded for Low Price” will automatically populate for each proposal.
“Percent of Points Awarded for Low Price” – This line shows the percentage, out of the total points available for price, to be awarded to each company. The lowest price proposal, listed in the column farthest to the left, receives 100 percent of maximum points; the other proposals receive fewer points in descending order. The default calculation in the spreadsheet awards, for example, 95 percent of available points to a price that exceeded the low price by five percent.

However, this specific manner of calculating points for price on the spreadsheet is not required – the school may change these equations on the spreadsheet, or may make these calculations manually, so that the percentages on this line will calculate as specified by the school. For example, the school could give more importance to price by changing the equation so that a bid price that is five percent higher than the lowest bid price would receive a lower percentage such as 90 percent of price points rather than 95 percent.

“Total Points Awarded for Low Price” – This line shows the total number of points awarded to each proposal based on how low the price is. These numbers automatically populate based on the percentages shown on the previous line, multiplied by the maximum number of points that are available based on price.

5. In the "Non-Price Criteria" section in the lower part of the spreadsheet, list the school's non-price criteria (add or delete from the sample list of criteria as needed) and show the maximum available points in the column to the left of each criterion. The number of points assigned to any non-price criterion may not be greater than the number of points assigned to price. For each company's proposal, enter the number of points that the school awarded for each of the non-price criteria.
6. After price and non-price points have been entered on the spreadsheet for each proposal, the total number of points (price plus non-price) for each company will automatically populate in the final row of the spreadsheet. School awards the contract to the company that received the most total points.

Hiawatha Academies Evaluation Criteria and Bid Point Calculator							
							Company Name
	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>100 Maximum Points Highest Points Wins Contract</p> </div>						
30	Maximum Points Available for Low Price						
	Grand Total Proposed Price						
	Percent of Points Awarded for Low Price	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total Points Awarded for Low Price	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<i>Points</i>	Non-Price Criteria (max. points in this section should total 100 when added to max. cost points from above)						
20	Company						
	Describe your experience in NSLP Charter School Food Service (5 pts)						
	Provide list 10 Charter Schools w/contact information (5 pts)						
	Describe your company strengths and mission (5 pts)						
	Do you identify as a woman-owned or minority-owned business? (5 pts)						
10	Menu / Menu Planning / Ordering Process						
	Provide 3 Different, USDA 6-Week Menus (4 pts)						
	Provide Low Sugar Breakfast Menu w/Nutritionals (3 pts)						
	Describe how our schools will order meals (3 pts)						
26	Vendor Support						
	Describe your USDA/MDE Audit Support (5 pts)						
	Describe your Field and In House Manager Support (5 pts)						
	Describe your method for supporting SFA in maximizing financial and compliance health (6 pts)						
	Describe your support for Commodity Ordering, Implementation, Reimbursement (5 pts)						
	Provide Department of Health Support (3 pts)						
	Provide examples of training support (food safety and sanitation) (2 pts)						
9	Nutrition						
	Provide your RD Certifying Menus for USDA Nutrition Regs (3 pts)						
	Provide your HACCP Plan & Wellnes Plan Support (3 pts)						
	Describe your method for providing age group taste (3 pts)						
5	Budget						

	Vendor please describe your Food Service Budgeting Tools. Provide examples if possible. (5 pts)						
70							
	TOTAL	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!