

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

The FSMC Proposal Evaluation Matrix can 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.**

Summary Sheet

FSMC Name:				Sodexo	Chartwells
Initial Review of Proposals					
Proposal Received by Due Date:				X	X
Proposal contained all required narratives, documentation, and completed spreadsheets:				X	X
Proposal is responsive and can be considered for further evaluation:				X	X
Maximum Points:				Points Awarded	Points Awarded
Calculation of Cost/Financial Proposal Points:				40	40
Proposed Food, Nutrition, and Wellness Programs				18	25
Employee Training & Development Plan including work environment & Food Safety				15	11
Community Involvement and Communications Plan				9	15
Depth of food service director, management team, and support resources				19	13
Child Nutrition Experience with other comparable Districts				13	15
Professional Standards for Employees				20	13
Total Points:				134	132
* Winning Proposal Selected					
Additional Notes:					
Signature of person completing this form:					
Date: 04.21.2023					