

FSMC Proposal Scorecard

(one form required per FSMC and per evaluation team member)

FSMC Evaluated:

Evaluation Criteria	Possible Points	Points Granted	Justification for Scoring*
Cost – The FSMC with the lowest price receives the maximum points. The other FSMCs receive points equal to the lowest price divided by their price multiplied by 25 (or maximum points). 25 points or more.	25		
Years of Experience in working with Child Nutrition Programs – Maximum of 10 points 10+ years = 10 points 5 years = 5 points 9 years = 9 points 4 years = 4 points 8 years = 8 points 3 years = 3 points 7 Years = 7 points 2 years = 2 points 6 Years = 6 points 1 year = 1 point	10		
Guarantee – Maximum of 5 points Guaranteed Profit = 5 points Breakeven = 3 points Guaranteed Loss less than \$50,000 = 2 points Guaranteed Loss between \$50,001 and \$100,000 = 1 point Guaranteed Loss greater than \$100,001 = 0 points No Guarantee = 0 Points	5		
Service Capability Plan	15		See below
Financial Conditions/Stability, Business Plan	10		See below
Accounting and Reporting Systems	5		See below
Personnel Management / Staffing considerations	15		See below
Student Engagement	10		See below
Quality Assurance	5		See below
Choose One			See below
Choose One			See below
Choose One			See below
Choose One			See below

Total 100 0

*Scorecards must include detailed justifications.

Attestation: Under the penalty of perjury, I attest that no one discussed scoring or evaluation preferences with me that would alter my score in one direction or another. My evaluation was done alone and solely based on my evaluation of the material presented.

Printed Name of Evaluation Member

Evaluators Digital Signatures

The Evaluation Team will create this rubric before the Request for Proposal (RFP) is issued to prospective FSMCs. The Evaluation Team will determine what constitutes receiving a level 1, level 2 or level 3 score. See Evaluation Guidance for instructions on using this rubric and a sample completed rubric.

Evaluation Criteria	Possible Points	Level 1	Level 2	Level 3	Points Granted	Justification for scoring
Example Criteria	8	1-3 Define what the FSMC must achieve to receive the level of points	4-5 Define what the FSMC must achieve to receive the level of points	6-8 Define what the FSMC must achieve to receive the level of points		
Service Capability Plan	15	0-5 Offers no evidence of service capability	6-10 Offers a service plan without much detail	11-15 Provides a detailed service plan. Shows some successful examples.		
Financial Conditions/Stability, Business Plan	10	0-2 Offers limited to no evidence of a healthy financial position or shows signs of weathering potential economic downturns	3-6 Shows some evidence of a healthy financial position or shows signs of weathering potential economic downturns	7-10 Provides detailed evidence of a healthy financial position or shows signs of weathering potential economic downturns		
Accounting and Reporting Systems	5	0-1 Offers no evidence of systems in place for monthly reporting	2-3 Provides some evidence of accounting and reporting systems with little details	4-5 Provides details for the accounting and reporting system used by the FSMC. Provides detailed examples of statements, invoices, student participation, inventories.		

Evaluation Criteria	Possible Points	Level 1	Level 2	Level 3	Points Granted	Justification for scoring
Personnel Management / Staffing considerations	15	0-5 Offers no evidence of staffing capabilities	6-10 Offers some evidence of engaging personnel in training and development. Shows some evidence of hiring capabilities.	11-15 Provides detailed personnel management and staffing consideration regarding training & development of all staff		
Student Engagement	10	0-2 Offers limited opportunities for student engagement	3-6 Provides some student engagement opportunities. Not much detail.	7-10 Provides a detailed student engagement program with meal specials, marketing, concepts and marketing efforts to increase participation		
Quality Assurance	5	0-1 Offers limited evidence of protocols and regulations to ensure food quality. Offers limited evidence of quality assurance documentation procedures.	2-3 Provides some evidence of protocols and regulations to ensure food quality. Provides some evidence of quality assurance documentation procedures.	4-5 Provides detailed evidence of protocols and regulations to ensure food quality. Provides detailed evidence of quality assurance documentation procedures.		
Choose One						

Evaluation Criteria	Possible Points	Level 1	Level 2	Level 3	Points Granted	Justification for scoring