

SECTION 7 – CRITERIA FOR SELECTION

Evaluation and Selection Process

It is the intent of UAPB to award a Contract to the Respondent(s) deemed to be the most qualified and responsible firm(s), who submits the best overall Proposal based on an evaluation of all Proposal responses. Selection shall be based on UAPB assessment of the Respondent's ability to provide adequate service, as determined by the evaluation committee elected to evaluate proposals. UAPB reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal or Proposals deemed most favorable to UAPB. Where Contract negotiations with a Respondent do not proceed to an executed Contract within a time deemed reasonable by UAPB (for whatever reasons), UAPB may reconsider the Proposals of other Respondents and, if appropriate, enter into Contract negotiations with one or more of the other Respondents. Proposals shall remain valid and current for the period of ninety (90) days after the due date and time for submission of Proposals. Each Proposal will receive a complete evaluation and will be assigned a score of up to 305 points based on the following items.

Selection of the successful contractor will be determined in committee by evaluation of several factors:

1. **Preliminary Evaluation**-assignment of tentative rating points by individual selection committee member.
2. **Final evaluation**-assignment of final rating points by full selection committee.

Bidders should address each item listed as point scoring criterion in this section to be assured a complete evaluation.

The following is a summary of evaluation factors with point value assigned to each. These, along with the general requirements, will be used in the evaluation of vendor proposals.

A. HISTORY AND PAST PERFORMANCE

70 POINTS

Bidder must provide information to be used to evaluate the following:

- **References:** Bidder must attach a list of references where he/she has provided this or similar service before. **Bidder must include:** Contact person's name, phone, fax number, e-mail, complete address, and the name of the entity.
- **Letters from three (3) clients** for whom the Bidder is or has currently provided evaluation service, which indicates that the Bidder's service is fair, good, or excellent. The letters must be signed by the Manager or other person responsible for the service and include a daytime phone number for this contract person, also.
- **Profile of your Organization-** Include owner, manager, director, sales staff. Include the number of years you have been in the Food Service and Food Service Management business
- **Previous Project Narrative Description:** For those projects that are included as evidence of the "Contractor's Qualification and Experience", provide a narrative description of the work performed, the time period of the project, the scheduled and actual completion dates, the contractor's responsibilities and a customer reference (including a current telephone number and fax number).

B. LEVEL OF RESPONSIVENESS TO RFP**60 POINTS**

- How well did the bidder respond to Requirements?
- Is this company licensed?
- Did bidder submit the appropriate number of response documents as requested (**Ref. General Information Section of this bid**)?
- Did bidder discuss in detail the transition process?
- Has the authorized signature page been completed?
- Bidder should be creative with his/her proposal and state those services which his/her company shall offer UAPB which are above and beyond what is herein called for which may contribute to the betterment of this service and which will be at no additional cost to the University.

C. EXTRA POINT**10 POINTS**

Bidder should be creative with his/her proposal and state those services which his/her company shall offer UAPB which are above and beyond what is herein called for which may contribute to the betterment of this service and which will be at no additional cost to the University.

D. COST**30 POINTS**

Points shall be assigned as follows:

See Technical Response Package

- Remaining bids shall receive points in accordance with the following formula:

$$(a/b) (c) = d$$

a = lowest bid

b = second lowest bid

c = maximum points for cost category

d = number of points allocated to bid

Total points this (Criteria) proposal 170 Points

E. Oral Interview for the top (2) companies**50 POINTS****F. FINANCIAL DISCLOSURE****55 POINTS**

After the preliminary evaluation, only the top two (2) bidders who have received the highest aggregate score at this point **will be requested to submit financial information for evaluation.** The scores from the Financial Disclosure evaluation will be factored into the overall scores of the committee.

***Should the committee opt to make site visits, the top two (2) will be notified of the same and the scoring from the site visit will also be factored into the committee's overall evaluation to determine which company will be recommended for award.**

- Those notified must provide evidence of financial stability which will address their ability to fulfill contract obligations throughout the contract period(s)
- An Audited Financial statement

- Company Balance Sheets.

G. SITE VISIT (OPTIONAL)

30 POINTS

Upon Completion of the evaluations, the committee will notify the top two (2) bidders of our intent to make a visit to the nearest site location (other than UAPB) where these services are performed by bidder’s company. At this visit, we shall evaluate the following:

Points will be awarded to bidders based on the following criteria:

- Oral Presentation from Food Service company.....**10pts**
- Service Line Presentations.....**5pts**
- A sampling of the menu currently being served at the time of visit.....**10pts**
- Evidence of marketing outreach to students.....**5pts**

Total 30 pts

- **More details on the date/time/site for the visit will be given later date**
- **The bidder will be responsible for the following:**
 - **Roundtrip transportation and hotels**
 - **Brief Oral Presentation (20) minutes (15) minute Q&A**
 - **Sample Meal for committee members**

OVERALL TOTAL POSSIBLE POINTS—305 POINTS