

NUTRITION DEPARTMENT

The School Food Authority (SFA) must establish an Evaluation Committee consisting of **at least three (3) and no more than five (5) members**. Committee members should collectively possess sufficient knowledge and experience to evaluate proposals fairly and objectively. Whenever possible, the committee should include individuals with expertise in school nutrition programs, school food service operations, financial management, procurement, and proposal evaluation.

On the date established for the proposal opening and evaluation, each Evaluation Committee member must independently review and score every responsive proposal using only the evaluation criteria and corresponding point values identified in the Request for Proposal (RFP). Committee members must not discuss or compare their evaluations with one another until all independent scoring has been completed.

Following the independent evaluations, the committee may meet to discuss the results, document any consensus scoring process established in the solicitation, and determine the final evaluation results in accordance with the RFP. The SFA must maintain all individual score sheets, consensus documentation (if applicable), and evaluation records as part of the official procurement file.

Instructions for Completing the Proposal Evaluation Score Sheet

- Record the name and title of each Evaluation Committee member in the first column.
- Enter the name of each company that submitted a responsive proposal.
- Each Evaluation Committee member must independently record their total score for each proposer based on the weighted evaluation criteria identified in the RFP.
- Calculate the total evaluation score for each proposer. The total may be determined by either:
 - Adding all committee members' scores together; or
 - Calculating the average score of all committee members.
- The proposer receiving the highest overall evaluation score is considered the highest-ranked responsive and responsible offeror and should be recommended for contract award, consistent with the RFP evaluation criteria.
- Submit the completed evaluation score sheet, along with the Step 2 Pre-Contract Award Summary Form and all other required supporting documentation, to the Illinois State Board of Education Nutrition Department at NutritionProcurement@isbe.net prior to awarding the contract.

Proposal Evaluation Score Sheet

Committee Member and Title ↓	Proposer 1	Proposer 2	Proposer 3	Proposer 4	Proposer 5	Proposer 6	Proposer 7	Proposer 8
Total								

Company recommended for contract award: _____

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Evaluation Committee Certification

By signing below, each Evaluation Committee member certifies that the proposal evaluation scores were independently determined based solely on the evaluation criteria established in the Request for Proposal (RFP). Each member further certifies that the scores were assigned without undue influence, bias, or improper modification and were used solely for the purpose of evaluating the proposals submitted in response to this Food Service Management Company (FSMC) RFP.

Each Evaluation Committee member also certifies that they have no actual, apparent, or potential conflict of interest, as defined by applicable Federal, State, and local procurement requirements, with respect to any responsive proposer participating in this procurement.

Signed and Dated:

Digital Signature of Committee Member 1 Name

Date

Digital Signature of Committee Member 2 Name

Date

Digital Signature of Committee Member 3 Name

Date

Digital Signature of Committee Member 4 Name

Date

Digital Signature of Committee Member 5 Name

Date