



SCOPE OF WORK

Birdville Independent School District (BISD) is soliciting competitive sealed proposals for Local Retail and Grocery to be purchased by campus and departments on an as-needed basis. These items will normally be purchased in small quantities on an “As Needed” basis by the 35 campuses and departments of BISD scattered throughout Haltom City, Richland Hills, Hurst, North Richland Hill, Watauga and surrounding cities. The District seeks to award multiple vendors utilizing the catalog discount.

SELECTION CRITERIA

The District reserves the right to award this RFCSP to a single Proposer, multiple Proposers, each line item separately, or in any combination it determines to be in the best interest of the District. If the Proposer chooses to bid/propose “all or none” or is not agreeable to multiple or split awards, it must be noted on the Deviation/Compliance Form and included with the RFCSP.

RFCSP’s must remain open for acceptance for a period of **ninety (90) days** subsequent to the opening of RFCSP’s, unless otherwise indicated, to allow time for the offer(s) to be evaluated and Board of Trustees action, if required.

Regardless of the award of RFCSP hereunder, the District retains the right to purchase the same or similar materials or items from other sources should it be determined that doing so would be in the District's best interest.

Based upon the proposal material submitted, the following criteria will be used in evaluation.

Extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will be considered to be the proposal.

Per Texas Education Code, Subchapter B, Sec. 44.031 (b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR

All catalog discount vendors and service vendors who receive an evaluation score of 70 points and above who have completed all required documents will be recommended for award. Line item awards will be evaluated based on highest rated vendor per line item.

EVALUATION FACTORS	PERCENTAGE OF POINTS
A. The Purchase Price - Fees and Associated Costs	51%
B. The reputation of the Proposer and the Proposer’s goods or services – Based on demonstrated expertise and experience; references (availability of contract items, reliability of deliveries, condition of delivered product and wholesomeness, accurate invoices)	20%
C. The quality of the Proposer’s goods or services – ability to perform all requirements and unique abilities of the Proposer	1%
D. The extent to which the services meet the district’s needs (based on ability to meet delivery schedule, lead time for orders, offer products specified)	22%
E. The Proposer’s past relationship with the District	5%

<p>F. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (1 point given for completion of form) “Federal Requirements for Procurement and Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms.”</p>	<p>1%</p>
<p>G. The total long term cost to the District to acquire the Proposer’s goods or services</p>	<p>0%</p>
<p>H. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Proposer or the Proposer's ultimate parent company or majority owner:</p> <ul style="list-style-type: none"> a. has its principal place of business in this state; or b. employs at least 500 persons in this state (Form E) 	<p>0%</p>
<p>I. Any other relevant factor specifically listed in the request for bids or proposals</p>	<p>0%</p>