

## Attachment L - Scoring Rubric for RFP #RPS-1020

**Evaluator:** \_\_\_\_\_ **Vendor:** \_\_\_\_\_  
 Score each section objectively and to the best of your ability. **Responsive** - meets requirements of solicitation. **Responsible** - ability to provide goods/services.

Evaluation Category	Criteria	Potential Score	
<i>Pricing Method and Fees</i>	Responder demonstrates method of obtaining pricing for all purchased items from distributor(s)	<b>0-4</b>	
	Respondent demonstrates and ability to obtain deviated pricing from manufacturers on behalf of RPS members	<b>0-8</b>	
	Respondent demonstrates an ability to manage multiple levels of manufacturer deviated pricing, including pricing obtained by the respondent, Avendra, Equalis Group and RPS.	<b>0-8</b>	
	Pricing methods are clearly described as "Firm Price", "Cost plus Fixed Fee" or a combination of both.	<b>0-4</b>	
	"Cost plus percentage" is NOT used for pricing	<b>0-4</b>	
	Prices of all goods in the market basket are clearly defined	<b>0-4</b>	
	Respondent will only charge the SFA for allowable costs.	<b>0-4</b>	
	<b>Final Payments:</b>	Respondent agrees to final payments clause.	<b>0-4</b>
	<b>Product Specifications</b>	Attachment E, Product List of Market Basket, has been completed.	<b>0-4</b>
	<b>Pricing- Overall Value</b>	Pricing- Overall value to the cooperative (When considering fees, product pricing, rebates, discounts, credits and other financial implications (Score 10-40; 10= least cost effective/50= Best Value)	<b>50</b>
<i>Resonsiveness</i>	<b>Procedural Requirements</b>	Was the proposal submitted on time and to the correct location?	<b>0-4</b>
		Name of firm and signed by authorized firm employee?	<b>0-4</b>
		Section II- Procedural Requirements and Section III- A detailed, comprehensive response was provided for how the distributor plans to meet the requirements outlined in these two sections, including any requirements that cannot be fully met.	<b>0-4</b>
	<b>Record Keeping</b>	Respondent will ensure retention of records of the cooperative's purchases and make them available in an easily accessible manner as defined in the solicitation.	<b>0-4</b>
	<b>Auditing Rights</b>	Respondent will allow auditing rights to the Cooperative to demonstrate best price.	<b>0-4</b>
	<b>Insurance:</b>	Respondent has shown proof of all insurance outlined in the solicitation and insurance certificates are within dates of expiration and plan to renew.	<b>0-4</b>
	<b>Undocumented Workers: (Attachment F)</b>	Provided valid assurance to comply with undocumented workers act CRS 8-17.5-102, including the written certification.	<b>0-4</b>
	<b>Buy American: (Attachment G)</b>	Attachment G has been completed and signed, demonstrating understanding of this provision.	<b>0-4</b>
	<b>Lobbying: (Attachment H)</b>	Respondent certifies compliance with lobbying regulation.	<b>0-4</b>

Unipak	Network Distribution	Shamrock	Brady Plus
Score	Score	Score	Score
0	4	4	4
0	6	6	6
0	6	6	6
0	4	4	4
0	4	4	4
1	4	4	4
0	4	4	4
0	4	0	0
1	4	4	4
1	30	40	10
4	4	4	4
4	4	4	4
0	4	4	4
0	4	0	0
0	4	4	0
4	4	4	4
4	4	4	4
0	4	4	4
4	4	4	4

Evaluation Category	Criteria	Potential Score	Score	Score	Score	Score	
<i>Responsiveness</i>	<b>Non Collusion Affidavit:</b> (Attachment I)	Respondent certifies bid response is not tainted by collusion, conspiracy, connivance or unlawful agreement.	0-4	4	4	4	4
	<b>Certification Regarding Debarment or Suspension:</b> (Attachment J)	Respondent certifies compliance with debarment or suspension Executive Orders.	0-4	4	4	4	4
	<b>Other Federally Required Contractual Provisions:</b> (Attachment K)	Distributor has provided documentation to comply with Contract Work Hours and Safety Standards Act, Equal Employment Opportunity, Davis-Bacon Act, Clean Air Act and Federal Water Pollution Control Act.	0-4	4	4	4	4
	<b>Right to Inventions Made Under Contract:</b>	Respondent will comply with USDA Inventions regulation.	0-4	0	4	0	0
	<b>Applicable Laws:</b>	Distributor addresses operation with all applicable laws, ordinances, regulations, and rules of federal, state and local authorities.	0-4	0	4	0	0
	<b>Attachment A Checklist</b>	Proof of insurance provided. Comprehensive General Liability, Property Damage, Workers Compensation Insurance, and Automobile Liability.	Yes or No				
Respondent will work in accordance with the Open Records Act and provided a public version of their proposal.		Yes or No					
Completed and signed certifications (Attachments C through L).		Yes or No					
<i>Responsible</i>	<b>Stocked items</b>	Respondent stocks and/or is committed to stock committed products. (3 case per week commitment requested)	0-4	0	4	2	1
	<b>Ability to Service Schools</b>	Respondent displays an understanding, willingness and capability to properly service schools.	0-8	0	8	8	8
	<b>Ordering Capabilities</b>	A comprehensive online ordering platform is provided.	0-8	0	8	8	8
	<b>Reporting, Communication and Training (Requirements G-H)</b>	Respondent is able to provide spend, distribution performance, stocking and other value-added reporting as outlined in the RFP	0-8	0	8	8	8
Details about training opportunities are provided in detail.		0-4	0	4	2	2	
<i>Service &amp; Delivery</i>	<b>Geographic Coverage and Delivery Capabilities</b>	Respondent demonstrates an ability to properly service all current RPS member district locations, both from a geographic standpoint and with a reasonable number of deliveries and delivery time windows.	0-16	0	12	12	16
		Respondent has the ability to service new RPS members outside of the state of Colorado.	0-8	0	8	8	8
		Process identified for distributor selection and accountability for maintaining a 98% or higher fill rate of orders without shortages, outages or substitutions.	0-8	0	8	8	8
<i>References – Experience with K-12 SFAs</i>	<b>References</b>	Attachment D- Three valid references provided that demonstrate the organizations experience with K-12	0-10	0	10	10	10
<i>Oral presentation</i>	<b>Oral Presentation</b>	Respondent demonstrated an understanding of requirements and an ability to accomplish the objectives of RPS	0-40	N/A	N/A	N/A	N/A

Evaluation Category	Criteria		Potential Score	Score	Score	Score	Score
<i>Can provide information showing that the respondent is a minority business enterprise, women's business enterprise, or a labor surplus firm.</i>	<b>Attachment A Checklist</b>	Documentation of proof of being minority business enterprise, women's business enterprise, or a labor surplus firm.	<b>0-5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Evaluation Category	Criteria	Potential Score
---------------------	----------	-----------------

Score	Score	Score	Score
-------	-------	-------	-------

Evaluation Category	Max Score
<i>Pricing Method and Fees</i>	<b>94</b>
<i>Responsiveness</i>	<b>56</b>
<i>Responsible</i>	<b>32</b>
<i>Service &amp; Delivery</i>	<b>28</b>
<i>References – Experience with K-12 SFAs</i>	<b>10</b>
<i>Oral Presentation</i>	<b>40</b>
<i>Can provide information showing that the respondent is a minority business enterprise, women’s business enterprise, or a labor surplus firm.</i>	<b>5</b>
<b>Total</b>	<b>265</b>

Unipak	Network Distribution	Shamrock	Brady Plus
<b>3</b>	<b>70</b>	<b>76</b>	<b>46</b>
<b>32</b>	<b>52</b>	<b>36</b>	<b>32</b>
<b>0</b>	<b>32</b>	<b>28</b>	<b>27</b>
<b>0</b>	<b>28</b>	<b>28</b>	<b>32</b>
<b>0</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>35</b>	<b>192</b>	<b>178</b>	<b>147</b>

Award

Award