

RFP to Operate Campus Dining Services PROPOSAL EVALUATION

Proposals will be evaluated in accordance with **Texas Education Code, Chapter 44, Subchapter B, Section 44.031(f), Texas Government Code and Section 2254.003 associated with the proposed services**, as follows:

Evaluation and Selection:

- An evaluation committee will conduct evaluations of the submitted proposals.
- Any response that takes exception to any mandatory item(s) in this solicitations process may be rejected and not considered. Any response to the solicitation that does not include a response to all the required information may also be rejected and not considered. A notation of "Not applicable" as appropriate will be considered a valid response.
- NTCC will review submissions of proposals based upon the listed evaluation criteria. NTCC reserves the right, at its sole discretion, to accept the proposal, which it considers most favorable to the College's interest.
- NTCC reserves the right to negotiate, when applicable, with any and all Respondents regarding their proposal, and to request oral presentations from any one or all respondents. NTCC reserves the right to accept or reject any qualified proposal, to reject any and all proposals, and to waive minor informalities.
- NTCC will use a formal evaluation process to select the successful respondent. NTCC will consider capabilities or advantages that are clearly described in the proposal, which may be confirmed by oral presentations, site visits, demonstrations, and references contacted by NTCC. NTCC reserves the right to contact individuals, entities, or organizations that have had dealings with the respondent or proposed staff, whether or not identified in the proposal.
- NTCC will more favorably evaluate proposals that offer no or few exceptions, reservations, or limitations to the terms and conditions of the solicitation, including the NTCC's Terms and Conditions.

Evaluation Criteria

The NTCC Board of Trustees has delegated NTCC Vice President for Administrative Services to select the following criteria for evaluating firms to provide **Campus Dining Services** as part of the overall contracting process provided in the Texas Education Code Section 44.031 to contract from this solicitation. **NTCC will evaluate proposals based on demonstrated competence of proposals and the fairness**

and reasonableness of the price. To evaluate these criteria, NTCC will consider the following factors:

A. Selection Process:

- 1) **Step 1:** Respondents who submit timely responses to this RFP will be evaluated and ranked in the competitive range of scores among all Respondents in accordance criteria in **Selection Criteria.**
- 2) **Step 2:** Qualified Respondent's rates (or fee schedules), which are submitted in response to the RFP will be reviewed, for reasonableness, by the selection committee to determine the overall best value to NTCC for this procurement and service.

The selection committee may also conduct interviews.

B. Selection Criteria: Respondents to the RFP will be evaluated and ranked based on the competitive range of scores among all Respondent based on the criteria and weights listed below:

- 1) Overall Contract Cost **(25%)**
- 2) Quality, reliability, and successful experience of the Respondent in the last five (5) years of past performance of Campus Dining Services to other community colleges, institutions of higher education and other governmental and public entities, etc., for similar services **(20%)**.
- 3) Quality of the Respondent's operation plan and the extent to which services meets NTCC's needs **(25%)**.
- 4) Quality of the Respondent's philosophy and approach to providing service and the extent to which services meets NTCC's needs **(20%)**.
- 5) Quality and responsiveness of the submittal **(10%)**.

Acceptance of Evaluation Methodology:

By submitting a proposal in response to **RFP** respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firms/respondents will require subjective judgments by the Owner.

BY SUBMITTING A RESPONSE TO THIS RFP THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST NTCC, NTCC'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES AND MEMBERS OF NTCC'S GOVERNING

BODY, IN CONNECTION WITH OR ARISING OUT OF THIS RFP INCLUDING THE ADMINISTRATION OF THE RFP THE BASIS FOR SELECTION, THE EVALUATION OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF PROPOSALSS CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFP.

Best and Final Offers

NTCC may, but is not required to, permit proposals to prepare one or more revised offers. For this reason, respondents are encouraged to treat their original proposal, and any revised offers requested by NTCC, as best and final offers.

Clarifications with Respondents

NTCC may, but is not required to, conduct clarifications with all, some, or none of the respondents included in the competitive range for the purpose of obtaining the best value for NTCC. NTCC may conduct clarification for the purpose of:

- clarifying proposal's ambiguities;
- requesting modifications to a proposal; and/or
- obtaining a best and final offer.

NTCC may make an award that represents the best value to the College.