



You Thrive Florida Scoring Matrix for Food Vendor Proposals

Below is the scoring matrix for evaluating food vendor proposals for a Request for Proposal (RFP). Each criterion is assigned a weight based on its importance, and vendors are scored against these criteria on a standard scale (e.g., 1-10 or 1-5). The total score reflects the vendor's overall suitability.

Criteria	Weight (%)	Description	Score (1-10)	Weighted Score
Price and Value	30%	Competitiveness of pricing and overall value for money.		
Menu Quality and Variety	20%	Quality, diversity, and nutritional value of the menu offered.		
Experience and Reputation	10%	Proven track record, industry experience, and references.		
Compliance and Certifications	10%	Adherence to safety, health regulations, and required certifications, NPCR's (e.g., HACCP, FDA, USDA). Consideration is also given to how many inspections resulted in minimal to no findings.		
Operational Capacity	10%	Ability to handle volume, logistics, counties of interest, and maintain service quality.		
Sustainability Practices	10%	Use of eco-friendly practices, local sourcing, and waste management.		
Innovation and Adaptability	5%	Ability to provide creative solutions and adjust to client needs or emergencies. Consideration is also given to whether the vendor has a disaster plan and how they manage services before and after a disaster.		
Customer Satisfaction Surveys	5%	Customer feedback on the overall satisfaction with food quality, taste, presentation, portion size, and service reliability. Consideration is also given to how the vendor responds to and addresses any negative feedback or complaints in a timely and effective manner.		



Steps for Use

1. **Assign Scores:** Evaluate each vendor for each criterion and assign a score within the range (e.g., 1 = poor, 10 = excellent).
2. **Calculate Weighted Scores:** Multiply the raw score by the weight for each criterion.
3. **Sum Total Scores:** Add all the weighted scores to determine the vendor's overall score.

Example Calculation

Criteria	Weight (%)	Score (1-10)	Weighted Score
Price and Value	30%	8	2.4
Menu Quality and Variety	20%	9	1.8
Experience and Reputation	10%	7	1.05
Compliance and Certifications	10%	10	1.0
Operational Capacity	10%	8	0.8
Sustainability Practices	10%	6	0.6
Innovation and Adaptability	5%	7	0.35
Customer Satisfaction Surveys	5%	8	.4
Total	100%		8.4