



## Formal Bidding Weighted Evaluation Form: *For Official Use Only*

***Bids will be awarded to responsible vendors who meet the criteria below and provide products at the lowest price, per federal regulation.***

Quote solicitations gathered by (name, and job title): \_\_\_\_\_ Date: \_\_\_\_\_

Product and specification: \_\_\_\_\_

Does the producer agree to the FPS Seed to Student Guidelines, meet producer qualifications, and provide product that meets the specifications above (if no, producer does not qualify for the bidding process)?     YES     NO

% awarded	Farm #1:		% awarded	Farm #2:		% awarded	Farm #3:	
	History of service (2%)			History of service (2%)			History of service (2%)	
	Qualifies for geographic preference <ul style="list-style-type: none"> <li>• Tier 1 (10%)</li> <li>• Tier 2 (6%)</li> </ul>			Qualifies for geographic preference <ul style="list-style-type: none"> <li>• Tier 1 (10%)</li> <li>• Tier 2 (6%)</li> </ul>			Qualifies for geographic preference <ul style="list-style-type: none"> <li>• Tier 1 (10%)</li> <li>• Tier 2 (6%)</li> </ul>	
	Quantity: #/week quote (5%)			Quantity: #/week quote (5%)			Quantity: #/week quote (5%)	
	Availability: When & # of weeks (5%)			Availability: When & # of weeks (5%)			Availability: When & # of weeks (5%)	
	Sustainable agricultural practices (2%)			Sustainable agricultural practices (2%)			Sustainable agricultural practices (2%)	
Total %	Price quote:	Adjusted quote:	Total %:	Price quote:	Adjusted quote:	Total %:	Price quote:	Adjusted quote:

Winner of bid: \_\_\_\_\_

\*Partial percentage points can be awarded for each evaluation criterion.

\*If a tie occurs, producers who demonstrate the greatest educational benefit to FPS students will be awarded the bid.

\*Quotes will not be disclosed to any bidding producer until all price quotes are received.

\*This document is to be kept on file for public inspection for three years.