


**CYPRESS FAIRBANKS**  
 INDEPENDENT SCHOOL DISTRICT  
 LEARN • EMPOWER • ACHIEVE • DREAM

**To: Severin Castro**  
 Director of Purchasing

**From: Julio Mendez**  
 Assistant Director of Food Service

**Date: September 27, 2017**

**Re: School Garden Services**  
**Contract #17-10-3510 RFP IB**

The following solicitations were received and opened at 1:00 p.m. on Thursday, September 7, 2017, as specified in documents concerning **Contract #17-10-3510 RFP IB School Garden Services**. The solicitations received are located below.

<sup>a</sup> Recommendation based on user department's evaluation of overall best value to the District.

Item Description	<u>Ready to Grow Gardens</u>	Youth Advocacy Team
Consulting Hourly Rate	<u>\$150.00</u>	\$150.00 <sup>a</sup>
Consulting Daily Rate	<u>\$900.00</u>	\$800.00 <sup>a</sup>

**Recommendation: Ready to Grow Gardens**

**Funding: Food Service Funds**

**Estimated Expenditure: \$45,000.00**

**Initial Contract Term: September 6, 2017 - August 31, 2018**

**Renewal Term: 2 years**

jm

**Responses Received for**

**RFP 17-10-3510RFP-IB School Garden Services**

<b>Company/Vendor Name</b>
Ready To Grow Gardens
Youth Advocacy Team

**RESPONDENT SUMMARY**

**RFP 17-10-3510RFP-IB School Garden Services**

Company/Vendor Name:	Criterion 5.1	Criterion 5.2	Criterion 5.3	Criterion 5.4	Criterion 5.5	Criterion 5.6	Criterion 5.7	Criterion 5.8	Total
Ready To Grow Gardens	32	10	15	10	15	10	Not Applicable	Not Applicable	92
Youth Advocacy Team	40	10	15	6	0	6			77
									0
									0
									0

**RESPONDENT EVALUATION MATRIX**  
**17-10-3510RFP-IB**

Company/Vendor Name: Ready To Grow Gardens

Evaluator Name: Darin Crawford/ Julio Mendez/ Emmy Andrepont

<b>Point Scale</b>
5.0 to 4.5 = Exceptional, exceeds and fully meets all requirements
4.4 to 3.5 = Advantageous, exceeds some requirements
3.4 to 2.5 = Meets minimal requirements
2.4 to 1.5 = Addresses most of the minimal requirements
1.4 to 1.0 = Addresses part of minimal requirements
0 = No Response

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Weight</b>	<b>Score</b>
<b>5.1</b> The purchase price	4	8	32
<b>5.2</b> The reputation of the vendor and of the vendor's goods and services	5	2	10
<b>5.3</b> The quality of the vendor's goods or services	5	3	15
<b>5.4</b> The extent to which the goods or services meet the District's needs	5	2	10
<b>5.5</b> The vendor's past relationship with the District	5	3	15
<b>5.6</b> The total long-term cost to the District to acquire the vendor's goods or services	5	2	10
<b>5.7</b> For a contract that is not goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company of majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	<i>Not Applicable</i>		0
<b>5.8</b> Any other relevant factor specifically listed in the request for proposal	<i>Not Applicable</i>		0
	<b>*Total =</b>		<b>92</b>

**RESPONDENT EVALUATION MATRIX**  
**17-10-3510RFP-IB**

Company/Vendor Name:                     **Youth Advocacy Team**                    

Evaluator Name:                     **Darin Crawford/ Julio Mendez/ Emmy Andrepont**                    

<b>Point Scale</b>
5.0 to 4.5 = Exceptional, exceeds and fully meets all requirements
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<b>Evaluation Criteria</b>	<b>Points</b>	<b>Weight</b>	<b>Score</b>
<b>5.1</b> The purchase price	5	8	40
<b>5.2</b> The reputation of the vendor and of the vendor's goods and services	5	2	10
<b>5.3</b> The quality of the vendor's goods or services	5	3	15
<b>5.4</b> The extent to which the goods or services meet the District's needs	3	2	6
<b>5.5</b> The vendor's past relationship with the District	0	3	0
<b>5.6</b> The total long-term cost to the District to acquire the vendor's goods or services	3	2	6
<b>5.7</b> For a contract that is not goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company of majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	<i>Not Applicable</i>		0
<b>5.8</b> Any other relevant factor specifically listed in the request for proposal	<i>Not Applicable</i>		0
	<b>*Total =</b>		<b>77</b>