**Open Invitation for Exclusive Vending Services at UA Cossatot Campuses**

**Issued By:** UA Cossatot

**Date of Issue:** March 31, 2025

**Submission Deadline:** April 18th 2025

1. **Introduction**

UA Cossatot issues this request for proposals (“RFP”) from qualified vendors to provide food vending services across four campuses. Two Campuses will require meal-based vending solutions, while the other two will be snack-focused. The selected vendor(s) will be responsible for stocking, maintaining, and servicing vending machines to meet the needs of students, faculty, and staff.

1. **Scope of Services**

The selected vendor will be granted the right to:

* Install and maintain vending machines at designated locations.
* Provide meal-based vending options at two campuses and snack-based options at the other two.
* Ensure regular restocking and maintenance of machines.
* Offer high quality, fresh, and diverse product selections.
* Comply with all health, safety, and regulatory requirements.
* Provide customer service support for any vending-related issues.
1. Proposal Minimum Requirements

Interested vendors must deliver a sealed proposal to 1558 Hwy 371 W Nashville, AR 71852 by April 18th 2025 at 5:00 p.m. include the following information.

1. **Company Information**
* Business name, address, and contact details.
* Licensing, certifications, and relevant operational experience.
1. **Service Plan**
* Description of vending equipment and technology.
* Proposed meal and snack options.
* Restocking schedule and maintenance plan.
* Pricing structure for items.
1. **Financial Proposal**
* Revenue-sharing model or commission structure.
* Any associated fees or costs.
* Suggested menus and prices for items.
1. **References:**
* Contact details for at least two previous clients.

Sealed proposals must be received at **1558 Hwy 371 W Nashville, AR** at **5:00 P.M., April 18th 2025.**

 Which time all received proposals will be publicly opened.

1. **Evaluation Criteria**

Timely sealed proposals that meet the Minimum Requirements will be evaluated based on the following evaluation factors and scored from 0 to 3 on each:

* Quality and variety of vending products. (20% of total possible) 60 points max
* Operational capability and experience. (15% of total possible) 45 points max
* Competitive financial proposal. (30% of total possible) 90 points max
* Compliance with health and safety regulations. (20% of total possible 60 points max
* Customer Service and maintenance responsiveness. (15% of total possible) 45 points max
* Total Maximum Weighted Points Possible: 300 Points

Proposals must address each of these evaluation factors to provide the evaluators with a basis for scoring them. If your proposal does not supply information regarding one or more evaluation factors, a score of zero will be assigned for each evaluation factor that does not provide the evaluators with a basis for assigning a higher score. Proposals must also be accompanied by the signed certificate that is attached to the RFP as Exhibit A.

1. **Evaluation Process**

UA Cossatot will review each timely sealed proposal it receives to verify the submission requirements have been met. Proposals that do not meet submission requirements will be rejected and will not be evaluated.

A UA Cossatot Evaluation Committee (the “Evaluators:) will evaluate and score qualifying proposals, Evaluation will be based on the information provided in the proposal regarding each of this RFP’s evaluation factors. UA Cossatot reserves the right to request clarification and additional information as it deems necessary or appropriate.

Evaluators will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each of the evaluation factors will be based on the scoring description in Scoring table below:

**SCORING TABLE**

 3 When considered in relation to the relevant RFP evaluation factor, the Evaluators determine the proposal supports high confidence in the offeror and/or finds the proposal to be highly advantageous.