

ANNEX B

Evaluation Criteria

A. Mandatory Technical Criteria

The organization must meet the mandatory technical criteria specified in table below. The organization must provide the necessary documentation to support compliance with this requirement.

Any offer which fails to meet the mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Number	Mandatory Technical Criterion	Offer Preparation Instructions
MT1	The Offeror must demonstrate it has acquired experience delivering a minimum of three (3) workshops, similar to those described in Annex A and of at least 1 day each, within the last five years (5) of the date of solicitation closing.	The following information must , as a minimum, be provided for each workshop: <ul style="list-style-type: none"> • Name of Client Organization; • Summary/Description (including nature of work performed, the deliverables); and • Date of workshops (month/year).
The Offeror's Proposed Resources		
Number	Mandatory Technical Criterion	Offer Preparation Instructions
MT2	The Offeror must provide the names of at least 3 trainers that they would engage to deliver the D2\$ workshops.	The following information must , as a minimum, be provided: <ul style="list-style-type: none"> • Name of trainers
MT3	<p>The trainers must at a minimum have:</p> <p>A – a University Degree or College Diploma/Certificate in one (1) of the following disciplines: Engineering, Engineering Technology, Industrial Design, Science, Architecture, Environmental Studies, Business Administration, Economics, or a CA or CGA designation.</p> <p>B – energy management project experience. Only those projects that have taken place since January 1, 2000, and that involved a minimum of five (5) working days will be evaluated.</p> <p>C – experience as a trainer delivering energy management workshops to an industrial, commercial or institutional audience. Only those workshops that have taken place since January 1, 2000 will be evaluated.</p>	<p>The following information must, as a minimum, be provided for each trainer:</p> <p>A - Name of trainer, Name of University/College, Name of Discipline (Program), Proof of CA or CGA designation if applicable.</p> <p>B - for each project: client name, date of project completion (month and year), project description, number of days worked, trainer's responsibility.</p> <p>C - for each workshop: the name of the workshop, client name, date of workshop, type of participants (industrial/commercial/institutional), overview of the workshop content, trainer's responsibility.</p>