

## **APPENDIX E-1 DETAILED EVALUATION GRID**

- **The pass mark is 70%.**
- **The maximum total number of points is 1350.**
- **An overall score of 945 points is required.**
- **The evaluation criteria 1.1, 1.2 and 1.3 require a minimum pass mark of 70%. This is clearly specified in the criteria.**
- **The expression “guard service” as used in the grid can be defined as “ensuring the physical security of property, locations, buildings or people”.**
- **In the “evaluation of the experience/training of contractor’s management staff who will be assigned to the contract”, the highest diploma obtained will be considered in the evaluation. As for the experience in supervision of personnel, only the highest score will be awarded for each criterion.**

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
<p><b>1. Evaluation of the bidder’s experience and capabilities as an organization (bidder general information)</b></p> <p><b>Maximum score 450 pts</b></p>					
<p><b>1.1 Years in business</b></p> <p><b><u>The minimum score required for this criterion is 105 pts (70%)</u></b></p>	<p><b>MAXIMUM 150 pts</b></p>				<p><b>11.11%</b></p>
<p>Indicate the number of years of experience as a security agency (guard service) as at the bid closing date. Provide the certificate of incorporation attesting to the company’s years in business. If this certificate is not included with the bid, the contracting authority may contact the bidder to request that it submit the certificate within a specified time frame. The years in business will be calculated as at the bid closing date.</p>		<p>Indicate the number of years in business: Less than 3 years = <b>0 pts</b> 3 years to 4 years less a day = <b>105 pts</b> 4 years to 5 years less a day = <b>130 pts</b> 5 years or more = <b>150 pts</b></p>			
<p><b>1.2 Total number of hours of guard service</b></p> <p><b><u>The minimum score required for this criterion is 105 pts (70%)</u></b></p>	<p><b>MAXIMUM 150 pts</b></p>				<p><b>11.11%</b></p>
<p>Total number of hours of guard service performed by the bidder in Canada in the 12 months preceding the bid closing date.</p>		<p>Indicate the number of hours of guard service, rounded down if</p>			

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
		applicable: Less than 150,000 h = <b>0 pts</b> 150,000 h to 199,999 h = <b>105 pts</b> 200,000 h to 299,999 h = <b>130 pts</b> 300,000 h or more = <b>150 pts</b>			
<b>1.3 Experience</b>  <u><b>The minimum score required for this criterion is 105 pts (70%)</b></u>	<b>MAXIMUM 150 pts</b>				<b>11.11%</b>
Number of hours of guard service performed by the bidder for each of the following activities, in Canada and/or in the United States, in the 24 months preceding the bid closing date.		Indicate the number of hours of guard service performed for each of the following activities, rounded down if applicable:			
a) Guarding individuals in preventive detention		Less than 100,000 h = <b>0 pts</b> 100,000 h to 150,000 h = <b>15 pts</b> 150,001 h to 180,000 h = <b>35 pts</b> More than 180,000 h =			

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
		50 pts			
b) Contract involving the use of physical restraints, such as handcuffs or leg irons, in a preventive detention context		Less than 100 000 h = <b>0 pts</b> 100,000 h to 150,000 h = <b>15 pts</b> 150,001 h to 180,000 h = <b>35 pts</b> More than 180,000 h = <b>50 pts</b>			
c) Guarding buildings and controlling access		Less than 100,000 h = <b>0 pts</b> 100,000 h to 150,000 h = <b>15 pts</b> 150,001 h to 180,000 h = <b>35 pts</b> More than 180,000 h = <b>50 pts</b>			
					33.33%

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
<p><b>2. Requirements for management positions and organizational structure</b>  <b>Evaluation of the experience/training of contractor’s management staff who will be assigned to the contract.</b></p> <p><b>Maximum score 450 pts</b></p>					
<p><b>2.1 Chief of Security</b></p>	<p><b>MAXIMUM 150 pts</b></p>				<p><b>11.11%</b></p>
<p>Provide the résumé of the Chief of Security who will be assigned to this contract.</p> <p>The following elements must be present in the résumé to permit the awarding of points:</p>					
<p>a) Diploma</p>		<p>Secondary V completed or not <b>0 pts</b>                      Diploma of Collegial Studies completed or Secondary V completed and 2 years of experience in supervising security personnel <b>35 pts</b>                      30 university credits <b>40 pts</b>                      University Bachelor’s Degree completed <b>50 pts</b></p> <p>Maximum <b>50 pts</b></p>			

<b>Elements to be Evaluated</b>	<b>Maximum Score per Element</b>	<b>Comments</b>	<b>Score</b>	<b>Bid Reference Page</b>	<b>% of total points</b>
b) Experience in the security field		Less than 5 years of experience <b>0 pts</b> 5 years of experience in the past 7 years <b>35 pts</b> More than 5 years of experience in the past 7 years <b>40 pts</b> More than 8 years of experience in the past 10 years <b>50 pts</b>  Maximum <b>50 pts</b>			
c) Experience in supervising personnel		Less than 3 years of supervisory experience in the past 5 years <b>0 pts</b> 3 years of experience in supervising at least 30 individuals in the past 5 years <b>35 pts</b> 3 years of experience in supervising at least 45 individuals in the past 5 years <b>40 pts</b> 3 years of experience in supervising at least 60 individuals in the past 5 years <b>50 pts</b>  Maximum <b>50 pt</b>			

<b>Elements to be Evaluated</b>	<b>Maximum Score per Element</b>	<b>Comments</b>	<b>Score</b>	<b>Bid Reference Page</b>	<b>% of total points</b>
<b>2.2 Assistant Chiefs of Security</b>	Maximum of <b>75 pts</b> per CV, for a maximum total of <b>150 pts</b>				<b>11.11%</b>
<p>Provide a résumé for each of the two Assistant Chiefs of Security who will be assigned to the contract.</p> <p>A score is given for each résumé. The points for the two résumés will be totalled.</p> <p>The following elements must be present in the résumés to permit the awarding of points:</p>					
a) Diploma		<p>Secondary V completed or not <b>0 pts</b>                      Diploma of Collegial Studies completed or Secondary V completed and 1 year of experience in supervising security personnel <b>17.5 pts</b>                      30 university credits <b>20 pts</b>                      University Bachelor's Degree completed <b>25 pts</b></p> <p>Maximum <b>25 pts</b> per CV for a total of <b>50 pts</b></p>			

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
b) Experience in the security field		Less than 2 years of experience <b>0 pts</b> 2 or more years of experience in the past 3 years <b>17.5 pts</b> 3 or more years of experience in the past 4 years <b>20 pts</b> 4 or more years of experience in the past 4 years <b>25 pts</b>  Maximum <b>25 pts</b> per CV for a total of <b>50 pts</b>			
c) Experience in supervising personnel		Less than 1 year of supervisory experience in the past 3 years <b>0 pts</b> 1 year of experience supervising at least 15 individuals in the past 3 years <b>17.50 pts</b> 1 year of experience supervising at least 20 individuals in the past 3 years <b>20 pts</b> 1 year of experience supervising at least 30 individuals in the past 3 years <b>25 pts</b>			

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
		Maximum of <b>25 pts</b> per CV for a total of <b>50 pts</b>			
<b>2.3 Team Leader</b>	Maximum of <b>50 pts</b> per CV for a maximum total of <b>150 pts</b>				<b>11.11%</b>
<p>Provide a résumé for each of the three (3) team leader positions that will be assigned to the contract. A team leader will be assigned to each of the three shifts.</p> <p>A score is given for each résumé. The points for the three résumés will be totalled.</p> <p>The following elements must be present in the résumé to permit the awarding of points:</p>					
<p>a) Experience in the security field</p>		<p>Less than 1 year of experience <b>0 pts</b>                      1 year of experience in the past 2 years <b>17.5 pts</b>                      2 years of experience in the past 3 years <b>20 pts</b>                      3 years of experience in the past 4 years <b>25 pts</b></p> <p>Maximum of <b>25 pts</b> per CV for a total of <b>75 pts</b></p>			

Elements to be Evaluated	Maximum Score per Element	Comments	Score	Bid Reference Page	% of total points
b) Experience in supervising personnel		Less than 1 year of experience <b>0 pts</b> 1 year of experience in the past 3 years <b>17.5 pts</b> 2 years of experience in the past 3 years <b>20 pts</b> 3 years of experience in the past 4 years <b>25 pts</b>  Maximum of <b>25 pts</b> per CV for a total of <b>75 pts</b>			

<b>Elements to be Evaluated</b>	<b>Maximum Score per Element</b>	<b>Comments</b>	<b>Score</b>	<b>Bid Reference Page</b>	<b>% of total points</b>
<b>3. Understanding of the requirement practical application (situational questions)</b>  <b>Maximum score 450 pts</b>					33.33%
<b>Situational question 1</b>  See Appendix E-3					
<b>a)</b>  See Appendix E-3	<b>Maximum 125 pts</b>	<b>See score sheet for essay-type questions (Appendix E-2)</b>			
<b>b)</b>  See Appendix E-3	<b>Maximum 100 pts</b>	<b>See score sheet for essay-type questions (Appendix E-2)</b>			
<b>Situational question 2</b>  See Appendix E-3	<b>Maximum 225 pts</b>	<b>See score sheet for essay-type questions (Appendix E-2)</b>			