

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Proposal submission details are included in this
Call for Proposal document.

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet CICP 003		
Solicitation No. - N° de l'invitation EN578-12CICP/A		Date 2012-02-28
Client Reference No. - N° de référence du client EN578-12CICP		
GETS Reference No. - N° de référence de SEAG PW-\$\$SC-003-23793		
File No. - N° de dossier 003sc.EN578-12CICP	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-11		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Cayer, Natalie		Buyer Id - Id de l'acheteur 003sc
Telephone No. - N° de téléphone (819) 956-7897 ()		FAX No. - N° de FAX (819) 956-2229
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: To be determined		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Issuing Office - Bureau de distribution

Scientific Commodities and Projects Division/Division des
services scientifiques et gestion de projets
11 Laurier Street/11, rue Laurier
Portage III 11C1 - 31
Gatineau
Québec
K1N 5Y1

Canadian Innovation Commercialization Program (CICP) Call for Proposals, Call No. 003

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PART 1 - GENERAL INFORMATION

The following information can be accessed on the Buy and Sell website, www.buyandsell.gc.ca/innovation, and forms part of this Call for Proposals - Call 003 solicitation document.

- PRIORITY AREAS
- TECHNOLOGY READINESS LEVEL
- CICP DEFINITIONS
- CERTIFICATIONS
- FINANCIAL REQUIREMENTS
- SECURITY REQUIREMENTS
- PROCUREMENT APPROACH
- DRAFT RESULTING CONTRACT CLAUSES

1.1 Summary

1.1.1 Description

Public Works and Government Services Canada (PWGSC), Office of Small and Medium Enterprises (OSME) has a requirement to procure:

- a) Research and Development innovative goods and/or services, hereinafter referred to as “innovations”, that are in late stage development; and
- b) Support services such as installation, training and testing support services for the pre-commercialized innovations procured for the federal government.

The innovations proposed may include solution exploration; design and prototyping up to the original development of a limited volume of goods and/or services in the form of a test series. Original development of an innovation may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the Innovation is suitable for production or supply in quantity to acceptable quality standards.

1.1.2 Technology Readiness Levels

The stages of development are termed Technology Readiness Levels (TRL). For the purposes of this procurement they are defined and can be viewed on the *Buy and Sell* website, <https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program-cicp-0>. TRLs are a measure to evaluate the maturity of an evolving innovation. This scale, developed to assist in evaluating the maturity of goods and/or services for the CICP, evaluates all goods and/or services broadly while recognizing that not all development cycles are the same. This is not a linear process and many goods and/or services may skip or quickly address certain stages of readiness.

These innovations must be at a TRL 7 (prototype demonstration in an appropriate operational environment) through TRL 9 (actual technology proven through successful deployment in an operational setting).

1.1.3 Priority Areas and Definitions

The four (4) Priority Areas for CICP are listed below. Refer to the *Buy and Sell* website, <https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program-cicp/find-out-if-cicp-is-right-for-you/priority-areas> for definitions and examples of the types of technologies categorized under each Priority Area:

- 1) Environment
- 2) Safety and Security
- 3) Health
- 4) Enabling Technologies

1.1.4 Financial

The Bidder's Financial Proposal must not exceed \$500,000.00 CAD, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) and shipping cost from the Bidder's Canadian address to the Testing Department extra, if applicable. Canada will reimburse the Contractor, at actual costs incurred, the fair and reasonable shipping charges from the Bidder's Canadian address to the Testing Department location.

The total funding available for CICP Call 003 is approximately \$5,000,000.00 CAD.

1.1.5 Trade Agreements

The Agreement on Internal Trade (AIT) applies to this procurement. The requirement is limited to Canadian suppliers and Canadian goods and/or services.

This procurement is excluded from the North American Free Trade Agreement (NAFTA) under Annex 1001.1b-2, Section 2, and World Trade Organization - Agreement on Government Procurement (WTO-AGP) under Appendix 1, Annex 4.

1.2 Enquiries - Call for Proposals Solicitation

1.2.1 All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the Call for Proposals solicitation closing date. Enquiries received after that time may not be answered.

1.2.2 Bidders should reference as accurately as possible the numbered item of the Call for Proposals solicitation to which the enquiry relates. Bidders should explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada. Questions that are similar in nature to questions that have already been answered by solicitation amendment, or questions on the *Frequently Asked Questions* section of the Buy and Sell website, may not be answered by Canada.

1.3 Contracting Authority

Enquiries must be made to:

Natalie Cayer
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Science Procurement Directorate
Place du Portage, Phase III, 6C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5
Telephone: 819-956-7897
Facsimile: 819-997-2229
E-mail address: SPD.DATS@tpsgc-pwgsc.gc.ca

1.4 National Web Bidders' Conference

A National Web Bidders' Conference has been tentatively scheduled for March 14, 2012.

Information regarding the National Web Bidders' Conference will be posted on the *Buy and Sell* website,
<https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program/events>

The scope of the requirement outlined in the Call for Proposals solicitation will be reviewed during the National Web Bidders' Conference and questions will be answered. Any clarifications or changes to the Call for Proposals solicitation resulting from the National Web Bidders' Conference will be included as an amendment to the Call for Proposals solicitation document.

1.5 Conflict of Interest

Participation in this Call for Proposals solicitation will not by itself be construed to be a conflict of interest. The Bidder, its subcontractor, any participant or individual directly or indirectly involved in the participation of the Call for Proposals solicitation will not be excluded from bidding on any other future Call for Proposals or bid solicitations for the sole reason of their participation in this Call.

1.6 Communications Notification

As a courtesy, the Government of Canada requests that successful Bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the recommendation of a contract award.

1.7 Test Plan Period

Canada reserves the right to require that all work and deliveries be completed by March 31, 2013.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 All instructions, clauses and conditions identified in the Call for Proposals solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada (PWGSC).
- 2.1.2 Bidders who submit a proposal agree that they have read, understand and acknowledge the instructions and clauses and conditions contained in all parts of the Call for Proposals solicitation and draft resulting contract clauses and conditions.
- 2.1.3 The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the Call for Proposals solicitation.
- 2.1.4 The 2003 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are amended as follows:

At article 04 - Definition of Bidder

DELETE: "...It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors. "

REPLACE by: "...It does include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors".

ADD: A Bid must be submitted by a Canadian Bidder. A Canadian Bidder is defined as a Bidder having a place of business in Canada where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.

At article 05 - Submission of Bids, sub-article 4,

DELETE: sixty (60) days

REPLACE by: three hundred and sixty five (365) days

DELETE the following articles in entirety:

- 08 Transmission by Facsimile
- 09 Customs Clearance
- 18 Conflict of Interest - Unfair Advantage
- 20 Further Information

In this document the term "bid" conveys "proposal".

2.2 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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Buyer ID - Id de l'acheteur

003sc

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their proposal, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - PROPOSAL PREPARATION INSTRUCTIONS

3.1 Submission of Proposals

- 3.1.1 Bidder should use the web-based system to prepare and submit their proposal electronically. The web-based system has been developed and is managed by chideIT. The web-address is : <http://cicp-pcci.myreviewroom.com/>
- 3.1.2 The proposal is completed through a password-protected, web-based system where Bidders must register in order to complete the Proposal Submission Form. A copy of the electronic Proposal Submission Form can be viewed on the chideIT website without registration. It is the responsibility of the Bidder to ensure its browser is compatible with the web-based system.
- 3.1.3 Bidders must only submit one (1) proposal per innovation. Any proposals submitted above the said limit will not be considered. Bidder must not have previously been awarded a CICP contract for the proposed Innovation or any previous version of the proposed Innovation to be considered. The Bidder proposed Innovation or any previous version of the proposed Innovation must not be included in a previous CICP pool of pre-qualified proposals unless the Bidders' proposal validity period has expired.
- 3.1.4 Instructions on how to use the electronic Proposal Submission Form can be found on the chideIT website.
- 3.1.5 Should there be technical difficulties accessing or using the web-based system, contact support@myreviewroom.com. Technical Assistance support is restricted to issues associated with mechanics of the online system; specifically, Technical Assistance CAN NOT comment on or provide interpretation of Call for Proposals details. All non-technical assistance for the CICP Electronic Proposal Service is to be directed to the PWGSC Contracting Authority cited herein.
- 3.1.6 All proposals must be received through this web-based system or the PWGSC Bid Receiving Unit by the published closing date and time (Eastern Daylight Savings Time) identified on page one (1) of the Call For Proposals solicitation document.
- 3.1.7 Once the electronic Proposal Submission Form has been completed and submitted, Bidders will receive confirmation of receipt through the web-based system.
- 3.1.8 If a large number of Bidders access the web-based system at the same time, electronic submission of proposals at or near the closing date and time may be delayed. Bidders are solely responsible for ensuring their proposal is received on time; late submissions will not be accepted. A date stamp indicating the time of the transmission is not acceptable.
- 3.1.9 Bidders who are not able to submit their proposal using the web-based system may submit a hard copy of their completed Proposal Submission form to:

Bid Receiving Unit - PWGSC
11 Laurier, Street
Place du Portage, Phase III
Core 0A1
Gatineau, Québec K1A 0S5

Bidders should refer to 2003 (2011-05-16) Standard Instructions - Goods or Services Competitive Requirements for additional information.

- 3.1.10 Proposals submitted through the PWGSC Bid Receiving Unit are bound by the same terms, conditions and limitations as the electronic submission form. Proposals must be presented in the same format and order as the electronic submission form. Any additional information submitted through the PWGSC Bid Receiving Unit that couldn't have been submitted using the electronic submission form will not be evaluated. This includes, but is not limited to: pictures, text, and numbers. All text submitted through the PWGSC Bid Receiving Unit is subject to the same word count limitations as the electronic submission form. Any text submitted above the limit specified in the electronic submission form will not be evaluated.

- 3.1.11 In the event that a proposal is submitted electronically and through Bid Receiving for the same Innovation, the electronic proposal will take precedence.

3.2 Section I : Technical Proposal

- 3.2.1 In the electronic Proposal Submission Form, Bidders must demonstrate and respond to a series of questions. Responses presented in the electronic Proposal Submission Form will form the Bidder's Technical Proposal. Bidders should respond to these questions in a thorough, concise and clear manner within the allotted character count for each question.

- 3.2.2 The Bidder must provide Technical Proposal content that clearly addresses in sufficient depth the points that are subject to the evaluation criteria against which the proposal will be evaluated.

3.3 Section II : Financial Proposal

- 3.3.1 Bidders must complete in detail the Mandatory Criteria MC-6: "Maximum Funding" in the electronic Proposal Submission Form. The Bidder's response will form the Bidder's Financial Proposal.
- 3.3.2 The Financial Proposal must include the cost to Canada to procure the Innovation proposed with the intent of testing and evaluating the Innovation by a Testing Department. It does not include commercial development activities such as quantity production, supply to establish commercial viability or to recover Research & Development costs, integration, customization, incremental adaptations and improvements to existing products or processes that have been previously commercialized.
- 3.3.3 For Canadian-based Bidders, prices must be in Canadian funds, the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) extra, if applicable. Innovation shipping cost from the Bidder's Canadian address to the Testing Department will be extra, if applicable.
- 3.3.4 For the purpose of the CICP Call for Proposals solicitation, Bidders with an address in Canada are considered Canadian-based Bidders and Bidders with an address outside of Canada are considered foreign-based Bidders.

3.3.5 Financial Proposal Breakdown:

Bidders are to detail the applicable cost elements for the testing and evaluating of the proposed Innovation, as applicable. The following Cost Elements should be addressed in the proposal (as applicable):

Innovation Cost: The price paid to obtain the actual Innovation. For services, this is the price paid to the bidder to provide the intended benefits of the service.

Installation Costs: The price paid to install the Innovation so that it is fully functioning and operating.

Training Costs: The price paid to educate the Testing Department about the use and operation of the Innovation, including the supply of documentation such as training manuals, if applicable.

Support Services: The price paid to support the Testing Department during the test period, including responding to enquiries from the Test Department, ensuring the Innovation is functioning and operating, and monitoring the Innovation's performance in relation to its value and benefits.

Other Direct Costs: The price of other goods or services that relate directly to the testing of the Innovation not covered in the other cost elements (e.g. Innovation removal and disposal costs, travel and living costs, etc.). These costs are subject to negotiation and may not be payable should they not fall under the scope of this program.

3.3.6 The Maximum Funding does not include shipping costs as they are negotiated only when a match between an approved innovation and a Testing Department has been done. Canada will reimburse the Contractor, at actual costs incurred, the fair and reasonable shipping charges from the Bidder's Canadian address to the Testing Department location.

3.3.7 If the region of the Contractor's place of business and the Testing Department region is the same, then no travel and living expenses will be paid for services provided within the Region. Any travel and living expenses beyond this will be in accordance with Treasury Board Travel and Living Guidelines, at the following website: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/>.

3.4 Section III : Certifications

Additional certifications and other information required with the proposal may be requested before contract award. This information can be viewed on the Buy and Sell website below:

<https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program-cicp/understanding-the-submission-process#30>

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation

Proposals will be evaluated in accordance with the evaluation criteria detailed herein.

An evaluation team composed of National Research Council - Industrial Research Assistance Program (NRC-IRAP), Public Works and Government Services Canada (PWGSC) and/or other subject matter evaluators from other government departments will evaluate the proposals.

The evaluation of proposals will be conducted using a seven (7) step process as follows :

Step One (1): Mandatory Criteria and Certifications

Proposals will be evaluated against the Mandatory Criteria and Certifications in the electronic Proposal Submission Form. This will determine responsive proposals for further evaluation or non-responsive proposals which will be given no further consideration.

Step Two (2): Screening Criteria

Proposals that have met the Mandatory Criteria and Certifications will be evaluated by NRC-IRAP against the Screening Criteria identified in the electronic Proposal Submission Form, in the order that the stated criteria appear. NRC-IRAP evaluators will be selected based on their relevant experience to the proposal subject matter such as knowledge of innovation, commercialization trends, knowledge of business practices, knowledge of the program's priority areas, or specific knowledge in the technology field of the proposal.

There are four (4) Screening Criteria and the Bidder's proposal must obtain a "pass" for each of the four (4) criteria to proceed to Step Three (3) - Point Rated Technical Evaluation Criteria. If a proposal fails to obtain a pass for any of the screening criterion, the proposal will be declared non-responsive and will be given no further consideration (i.e. the remaining criteria will not be evaluated).

Step Three (3): Point Rated Technical Evaluation Criteria

Proposals that have passed all of the Screening Criteria will be evaluated against the Point-Rated Technical Evaluation Criteria identified in the electronic Proposal Submission Form, in the order that the stated criteria appear. The maximum number of points to be achieved is 190 points. The final technical score will be determined by consensus.

Top ranked responsive proposals will be presented to the Innovation Selection Committee (ISC). Members of this committee, of which the majority of members are from the private sector, are chosen based on their experience in investment and entrepreneurship; knowledge of innovation and commercialization trends; and knowledge of international business practices. The ISC is responsible for reviewing and validating the technical score achieved.

Step Four (4): Development of the Pool of Pre-qualified Proposals

Once Step Three (3) is complete, a Pool of Pre-qualified Proposals will be established which consists of responsive proposals that are evaluated as highest rated within budget.

The Pool of Pre-qualified Proposals will be determined based on the technical scores (ranked highest

to lowest) for the proposals. The Pool of Pre-qualified Proposals will only identify proposals up to the available funding.

The establishment of the Pool of Pre-qualified Proposals is approved in principle* and will not constitute a guarantee on the part of Canada that a contract will be awarded.

*Approved in principle for contract consideration is defined as conditional acceptance of the Proposal subject to identification of a matching Testing Department and mutual agreement on all terms and conditions of any resultant contract.

For each proposal identified in the Pool of Pre-Qualified Proposals, information from the proposal may be used for promotional purposes, including being made publicly available, or to assist in finding a Test Department.

Additional Funds: Responsive proposals can move to the Pool of Pre-qualified Proposals, in order of highest rank, subject to the following conditions:

- a) availability of additional funds;
- b) the Bidders' proposal validity period has not expired; and
- c) the next CICP Call for Proposals has not been issued.

Step Five (5): Identification of a Matching Testing Department

For each proposal identified in the Pool of Pre-qualified Proposals, a Testing Department match will be sought to identify a Technical Authority who will be responsible for the testing and evaluation of the Innovation.

Innovations that cannot be matched with a Testing Department, during the period of proposal validity will be declared non-responsive and will be given no further consideration.

Step Six (6): Financial Capability, Certifications and Negotiations

Once a Testing Department has been matched, the Contracting Authority will contact Bidders identified in

the Pool of Pre-qualified Proposals for (a) financial information to verify the Bidder's capacity to undertake

the Work; (b) additional certifications and other information required before contract award; and (c) to negotiate the contract terms and conditions or pricing, if applicable. Negotiations may also include rescoping of the proposed Innovation and the scope of the testing to ensure the greatest benefit to Canada.

Step Seven (7): Contract Award

If the negotiation of the contract Terms and Conditions are successful, the Bidder will be awarded a contract. Should negotiations be unsuccessful there will be no contract award.

4.2 Mandatory Criteria

The experience described in the Proposal must be the experience of the Bidder. Bidder means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both.

The Mandatory Criteria can be viewed on the electronic Proposal Submission Form on the web-based system that has been developed and managed by chideIT for bidders to prepare and submit their proposal electronically. The web-address is: <http://cicp-pcci.myreviewroom.com/>

4.3 Screening Criteria

See *Stage 1 - Screening Criteria* of the electronic Proposal Submission Form.

4.4 Point Rated Technical Evaluation Criteria

See *Stage 2 - Technical Evaluation Criteria* of the electronic Proposal Submission Form.

4.5 Evaluation of Terms and Conditions (T&C)

4.5.1 Bidders who have identified in their proposal full acceptance of the terms and conditions stipulated in the *Draft Resulting Contract* document on the Buy and Sell website, <https://buyandsell.gc.ca/initiatives-and-programs/canadian-innovation-commercialization-program-cicp/submit-a-proposal#110>, will be declared as meeting requirements.

4.5.2 Bidders who have identified in their proposal partial acceptance of the terms and conditions stipulated in the *Draft Resulting Contract* document on the Buy and Sell website, will be requested to provide within a specified time frame any new or modified terms and conditions proposed by the Bidder. The Contracting Authority will then negotiate with the Bidder as may be applicable. After completion of any negotiation regarding a term and condition, the Bidder will be informed whether or not the result of the negotiation is:

- I) An acceptable offer to Canada; or
- II) An unacceptable offer to Canada, in which case the proposal will be considered non-responsive.

4.5.3 Bidders who have identified that the terms and conditions stipulated in the *Draft Resulting Contract* document on the Buy and Sell website are unacceptable, will be declared non-responsive.

4.6 Basis of Selection - Highest Rated Within Budget

4.6.1 To be declared responsive, a proposal must:

- (a) comply with all the requirements of the Call for Proposals solicitation;
- (b) meet all of the mandatory criteria and certifications; and
- (c) meet all of the screening criteria.

Proposals not meeting (a) or (b) or (c) will be declared non-responsive.

4.6.2 In the event that two or more responsive proposals have the same Total Overall Point Score the responsive proposal which obtained the highest score for Technical Evaluation Criteria 1:

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Advance of the State of the Art, will be ranked higher. If the proposals have the same score for Technical Evaluation Criteria 1, the responsive proposal which obtained the highest score for Technical Evaluation Criteria 2: Usefulness or Efficacy or Value of Features and Benefits, will be ranked higher.

4.7 Debriefings

Bidders will be advised of the results of their submission and provided comments on the evaluation once the Pool of Pre-qualified Proposals has been approved in principle for contract consideration.