Proposed RP-1 Technical Evaluation Framework

MANDATORY REQUIREMENTS

No.	Evaluation Area	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	С	D	E
M-1	Property Management Services Experience	The Bidder should clearly demonstrate its experience by providing the following for each portfolio of assets for which services were provided by the Bidder that are used to support this mandatory requirement: • description of the portfolio(s); • description of the services provided, demonstrating how these are of a similar nature and scope to the Property Management Services described in Section 2.4 of the SOW; • total square metres of office space; • period of time under management (start and finish dates); • client business and operating name; and • client point of contact including full name, title, phone number and email address.	The Bidder must have provided services of a similar nature and scope to the Property Management Services described in this Solicitation for office space of at least XXX square metres. The provision of these services must have been continuous for at least a 60 month period within the last seven (7) year period ending (insert date of solicitation). Continuous for at least a 60 month period means that the Bidder must have been managing a minimum of XXX square metres throughout the entire 60 month period.	Pass / Fail
M-2	Lease Administration Experience	The Bidder should clearly demonstrate its experience by providing the following for each portfolio of assets for which services were provided by the Bidder that are used	The Bidder must have provided services of a similar nature and scope to the Lease Administration Services described in this Solicitation for office space of at least	Pass / Fail

No.	Evaluation Area	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C to support this mandatory requirement:	D XXX square metres. The provision of	E
		 description of the portfolio(s); description of the services provided, demonstrating how these are of a similar nature and scope to the Lease Administration Services described in Section 3 of the SOW; total square metres of office space; period of time under management (start and finish dates); client business and operating name; and client point of contact including full name, title, phone number and email address. 	these services must have been continuous for at least a 60 month period within the last seven (7) year period ending (insert date of solicitation). Continuous for at least a 60 month period means that the Bidder must have been managing a minimum of XXX square metres throughout the entire 60 month period.	
M-3	Project Delivery Services Experience	The Bidder must demonstrate its experience by providing the following for each program of projects the Bidder has delivered that are included to support this mandatory requirement: • description of the project(s); • description of how the project(s) are of a similar nature and scope to the Project Delivery Services described in Section 4 of the SOW; • start and finish dates; • value of the Work completed in the	The Bidder must have provided services of a similar nature and scope to the Project Delivery Services described in this Solicitation in an office space environment. The Bidder must have delivered project(s) where: • the combined value of Work delivered is at least \$XXM within a single consecutive 12 month period; and • the 12 month period is within the 36 month period ending	Pass / Fail

No.	Evaluation Area	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	${f E}$
		 12 month period; client business and operating name; and client point of contact including full name, title, phone number and email address. 	 (insert date of Solicitation); and the project(s) cited in the response do not need to have either started or finished in the 12 month period being identified. 	

RATED REQUIREMENTS

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
R-1	Success in Delivering Property Management Services		The Bidder should describe its track record in controlling costs and maintaining satisfactory performance and client satisfaction while delivering Property Management Services of a similar nature and scope to the services described in this Solicitation to a client portfolio of assets of at least XXX square metres. The description should include: • description of the portfolio(s) to which Property Management Services were being provided; • description of the services provided, demonstrating how these are of a similar nature and scope to the Property Management Services described in this Solicitation; • The period over which the Property Management Services were provided; • The cost savings achieved, the methods used to achieved, the methods used to achieving the savings and the timeframe required to achieve them; • The client satisfaction and KPI results achieved before and after the	Responses will be evaluated based on the degree to which the response clearly demonstrates the Bidders success in controlling costs while maintaining service performance levels, health and safety performance, and client satisfaction, by considering: • The results achieved; • The size and complexity of the portfolio(s) being managed; • The length of time the portfolio(s) was managed by the Bidder; • The degree of similarity of the Property Management Services supplied to those in the Solicitation; and • The risks involved for the client through the approach chosen.	Scale 1

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			 cost savings were achieved; The Health and Safety record for the periods before and after the cost savings were achieved, based on the Health and Safety metrics that are required to be reported to the relevant provincial authority; client business and operating name; and client point of contact including full name, title, phone number and email address. 		
R-2	Additional Relevant Experience		The Bidder should describe its relevant experience in the following areas. Experience should stem from providing the Bidder's external client(s) with Property Management and Project Delivery Services of a similar nature and scope to this services in this Solicitation: 1. establishing and operating sustainability programs; 2. providing services to a portfolio of housing; 3. providing services to special purpose facilities, such as laboratories; 4. providing services to assets in remote and isolated locations; and	Experience will only be considered where the provision of services was continuous for at least 24 (twenty-four) months and where the services provided by the Bidder included at least Property Management Services and Project Delivery Services of a similar nature and scope to the services in this Solicitation. In addition, experience will only be considered where it meets the following criteria for each area: 1. establishing and operating sustainability programs for a portfolio of at least XXX square metres; 2. providing services to a portfolio of housing of at least XXX housing units;	Scale 2

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			 5. providing services for buildings treated as heritage assets. The Bidder should describe its experience by providing the following for each area: description of the portfolio(s) to which the services were provided; description of the services provided, demonstrating how these are of a similar nature and scope to the services described in this Solicitation; the period of time the services were provided (start and finish dates as applicable) and the number of clients served; client business and operating name; and client point of contact including full name, title, phone number and email address. 	 providing services to special purpose facilities, such as laboratories of at least YY separate facilities totalling XXX square metres; providing services to at least XXX buildings in remote and isolated locations; and providing services for YY buildings treated as heritage assets. 	
R-3	Bidder's Existing Management Systems Capabilities		The Bidder should describe the existing management systems and capabilities it has in place to support the provision of Property Management, Lease Administration, and Project Delivery services to third party clients. The Bidder should provide appropriate, verifiable evidence to support the management systems capabilities claimed, including ISO certification, if received,	Responses will be evaluated based on the degree the Bidder meets the objective of demonstrating strong, existing management systems capabilities by considering: • The degree to which the management systems meet the requirements of the Solicitation to have in place a Quality Management system, an Occupational Health and Safety	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			policies, documentation, examples of electronic reports, and screen captures. The Bidder should provide appropriate verifiable evidence of the management framework that governs its management systems, including such things as: • The integration of system processes and control points with other management and organizational activities, • Use of measurements and feedback to monitor and manage system processes, and • Mechanisms for the application of continual improvement; The Bidder should provide examples of where these systems have been used with third party clients. The Bidder should provide a demonstration of their management systems capabilities to the evaluation team. The Bidder should provide two client references, who may be contacted to verify the capabilities claimed, including the representative's name, title, telephone number, and email address.	Management system, an Environmental Management system, an Energy Management system, a Work Management system, a Computerized Maintenance Management system, and a Financial tracking and reporting system; • The length of time the systems have been in place; • The robustness of the management framework governing the systems; • The number of third-party clients supported by these systems; and • The degree to which third party clients can access and review information related to their assets.	
R-4	Organizational		The Bidder should describe the	Responses will be evaluated based on the	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	${f F}$
	Model		organizational model proposed to deliver all elements of this Solicitation and explain how it will be effective. With respect to the above, the Bidder should: • provide a description of the various positions proposed for its organization including type, level, functions performed and typical qualifications; • indicate which services will be delivered through the use of internal resources and which will be delivered through business partners and subcontractors; • provide an organization chart and describe how the organization will interface with PWGSC; • describe the processes used to work efficiently and successfully with business partner and sub-contractors; • describe the Bidder's approach to ensuring appropriate skills are developed and maintained for resources rendering services under the SOW; • indicate how the proposed organization will address the requirements of the Solicitation; and • describe the governance model associated with the proposed structure and how this ensures clear	degree to which the response demonstrates a strong, cost-effective, and responsive organizational model by considering: • The degree to which the organizational model will be effective in meeting the requirements of the Solicitation; • The degree to which the organizational model demonstrates best value to Canada; • The amount of experience the Bidder has with this organizational model; • The flexibility of the organizational model to adapt to change; and • The effectiveness of the governance model	

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			lines of accountability, integration between the different functional areas involved in delivering services, effective management of risk, and responsiveness to issues and requests that may come up during the contract.		
R-5	Cost Control Measures		The Bidder should describe its approach to controlling costs, without sacrificing quality and service standards, when delivering the services associated with this Solicitation. In addition to providing its general approach, the Bidder should address its cost control approach for each of the following: • Property Management Services; • Lease Administration Services; and • Project Delivery Services.	PWGSC is concerned about the escalating operating and investment costs of its real estate portfolio. It is looking for cost control approaches that improve the returns and benefits received from the investments that are made, provide increased cost-efficiencies and manage and reduce operating costs, while maintaining quality and service levels. Responses will be evaluated based on the degree to which the response demonstrates a strong, and effective approach to cost control without sacrificing quality and service standards by considering: • The comprehensiveness of the measures included in the proposed approach; • The degree to which the response demonstrates how the approach can be applied effectively and sustained throughout the contract; • The feasibility of the approach and	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	its consistency with the Solicitation objectives and requirements; and The use of proven business and management practices	F
R-6	Financial Administration		The Bidder should describe its proposed approach to financial administration to meet the requirements of this Solicitation and to provide assurance to PWGSC of the validity and accuracy of expenditures made under the Contract, including: • time tracking for resources performing work on this Solicitation; • the allocation methodology and tracking mechanisms for any shared resources used in the performance of work on this Solicitation; • maintaining an audit trail for transactions; and • internal controls and audit processes to ensure that expenditures are appropriate and are duly authorized.	Responses will be evaluated based on the degree to which the response: • demonstrates a feasible, comprehensive, rigorous and efficient approach to financial administration; and • provides an appropriate level of assurance to PWGSC with respect to expenditures made under the Contract.	Scale 3
R-7	Occupational Health and Safety (OHS) Management		The Bidder should describe its proposed OHS management approach to meet the requirements of this Solicitation, including its approach to: • fulfilling the OHS Control Authority and Constructor roles;	Responses will be evaluated based on the degree to which the response demonstrates a strong, and effective approach to OHS management by considering: • The degree to which the response demonstrates an understanding of the	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			 managing assets and delivering projects in a safe and healthy manner with minimum risk and impact of incidents; accommodating different asset types; the application of an OHS management system to this Solicitation; incorporating evolving health and safety requirements in service delivery; and identifying and implementing opportunities for continual improvement. 	 multi-jurisdictional issues involved; The degree to which the approach addresses the requirements of the SOW; The feasibility of the approach; The degree to which the approach appropriately balances the liabilities and responsibilities of all parties 	
R-8	Quality Management		The Bidder should describe its approach to quality management for the services described in this Solicitation. The Bidder should describe how a QMS will be applied to this Solicitation. The Bidder should describe how it will address incident and non-conformance resolution internally within its organization, with its subcontractors and with PWGSC. The Bidder should describe how it will manage client satisfaction as part of its QMS.	Responses will be evaluated based on the degree to which the response demonstrates a feasible, comprehensive, rigorous, efficient, and cost-effective approach to quality management.	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
R-9	Subcontract Procurement Approach - Openness, Fairness, Transparency, and Accessibility		The Bidder should describe how it will provide open, fair, transparent, and accessible procurement processes that encourage competition and demonstrate best value in the provision of requirements described in this Solicitation. The Bidder should include any strategies and approaches it will use to ensure that procurement process costs and efforts are commensurate with the value and risk associated with the procurement, while respecting the principles outlined above.	Responses will be evaluated based on the degree to which the Bidder demonstrates an effective approach to its subcontracting procurement that is open, fair, transparent, and accessible, encourages competition, and demonstrates best value in the provision of requirements described in this Solicitation.	Scale 4
R-10	Service Delivery Regime Acceptance Review Plans		The Bidder should describe its approach to the Service Delivery Regime Acceptance Review processes described in the SOW, including: • a high-level plan showing the major activities, priorities and timelines for the Acceptance Review process during Contract Initiation; • a proposed issues management and resolution process; • the Bidder's approach to managing the incorporation of Optional Services; and • the Bidder's approach to managing ongoing change to the Service	Responses will be evaluated based on the degree to which the response demonstrates a feasible, rigorous, efficient, timely and cost-effective approach to the Acceptance Review processes described in the SOW.	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			Delivery Regime.		
R-11	Managing Transitions		 The Bidder should describe its approach to transition to meet the requirements of this Solicitation, including: a high level plan for the transition required during Contract Initiation; its view of the priorities related to the transition during Contract Initiation; its approach to working with the incumbent service provider during Contract Initiation; its approach to managing the addition and removal of inventory during the Contract Term; and its approach to facilitating transition to another service provider at Contract Completion 	Responses will be evaluated based on the degree to which the response demonstrates a feasible, rigorous, efficient, and cost-effective approach to the transitions described in the Solicitation.	Scale 3
R-12	Information Management		The Bidder should describe its approach to information management to meet the requirements of this Solicitation, including: • providing accurate, sufficient and timely information; • managing business and technical data and information, including: • its collection, organization and retention,	Responses will be evaluated based on the degree to which the response demonstrates a strong, cost-effective, and responsive approach to information management by considering: • The degree to which the approach will be effective in meeting the requirements of the Solicitation; • The feasibility of the approach; • The degree to which checks and	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	 information back-up and business continuity plans; the provision of client access and interfaces for reporting; and the expected evolution of information management capabilities. 	E balances are built in to the approach to ensure data integrity; • The degree to which key systems support effective information management to meet the requirements of this Solicitation; • The degree to which the approach demonstrates best value to Canada; and • The amount of experience the Bidder has with this approach.	F
R-13	Proposed Service Delivery Regime – Property Management		The Bidder should describe its approach to delivering Property Management Services described in this Solicitation, including: • The delivery method for the services to be supplied (e.g.: in-house resources, new tender and subcontracting, existing sub-contract, consortium partner, etc.); • The incorporation of sustainability measures; • How the Bidder's approach will be adjusted to address the different asset types and geographic locations in a cost-effective way; and • How the Bidder's approach will provide opportunities to streamline or	Responses will be evaluated based on the degree to which the response demonstrates a strong, cost-effective, and responsive approach to Property Management services by considering: • The degree to which the approach addresses the requirements of the Solicitation; • The degree to which the approach is effectively linked to quality, sustainability, OHS, and client satisfaction objectives and processes; • The feasibility of the approach; • The degree to which the approach demonstrates best value to Canada; and	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	С	reduce PWGSC's oversight and administrative burden.	• The degree to which different asset types and geographic locations are effectively addressed.	F
R-14	Proposed Service Delivery Regime - Lease Administration services		 The Bidder should describe its approach to delivering Lease Administration services described in this Solicitation, including: The delivery method for the services to be supplied (e.g.: in-house resources, new tender and subcontracting, existing sub-contract, consortium partner, etc.); The incorporation of sustainability measures; and How the Bidder's approach will provide opportunities to streamline or reduce PWGSC's oversight and administrative burden. 	Responses will be evaluated based on the degree to which the response demonstrates a strong, cost-effective, and responsive approach to Lease Administration services by considering: • The degree to which the approach addresses the requirements of the Solicitation; • The degree to which the approach is effectively linked to quality, sustainability, OHS, and client satisfaction objectives and processes; • The feasibility of the approach; and • The degree to which the approach demonstrates best value to Canada.	Scale 3
R-15	Proposed Service Delivery Regime – Project Delivery Services		The Bidder should describe its proposed approach to Project Delivery services described in this Solicitation, including its approach to: • supporting projects delivered by others; • delivering construction projects; and • special studies.	Responses will be evaluated based on the degree to which the response demonstrates a strong, cost-effective, and responsive approach to Project Delivery services by considering: • The degree to which the approach addresses the requirements of the Solicitation; • The degree to which the approach is effectively linked to quality, sustainability, OHS, and client	Scale 3

No.	Evaluation Area	Max. Points	Bid Submission Requirements	Evaluation Criteria	Applicable Scale
A	В	C	D	E	F
			The description should include details on the proposed project management regime and how this regime will ensure projects being delivered on time, on scope, and on budget. It should also include the Bidder's approach to tailoring its project management and delivery processes and tools for the different categories of projects described in the SOW, considering their complexity and risk and for delivering projects in remote and isolated locations.	 satisfaction objectives and processes; The feasibility of the approach; The degree to which the approach demonstrates best value to Canada; and The degree to which different categories of projects and geographic locations are effectively addressed. 	
R-16	Proposed Service Delivery Regime – Optional Services, Projects over \$1 Million		The Bidder should describe its proposed approach to Optional Project Delivery services for projects over \$1 Million, indicating the incremental project management controls and procedures that would be put in place beyond those required for regular project delivery.	Responses will be evaluated based on the degree to which the response demonstrates a strong, cost-effective, and responsive project management approach to Optional Project Delivery services for projects over \$1 Million by considering: • The degree to which the approach addresses the requirements of the Solicitation; • The degree to which the approach is effectively linked to quality, sustainability, OHS, and client satisfaction objectives and processes; • The feasibility of the approach; and • The degree to which the approach demonstrates best value to Canada.	Scale 3

Scale 1 – Demonstrated Experience in Achieving a Desired Result

0	Not Addressed – No response provided or the response does not address the submission requirement.
1	Minimally Addressed – The response fails to demonstrate the experience requested due to significant deficiencies. The deficiencies and/or weaknesses demonstrate that the Bidder's experience is not likely to ensure success. The Bidder demonstrates limited experience and the experience is of little relevance to the solicitation requirements.
2	Partially Addressed – The response does not demonstrate that success will be fully achieved due to a significant level of deficiencies and/or weaknesses. However, the Bidder has some capability and demonstrates experience of some relevance the solicitation requirements.
3	Satisfactorily Addressed – The response does not demonstrate that success will be fully achieved due to a moderate level of deficiencies and/or weaknesses. However, the Bidder has an acceptable level of capability and demonstrates experience of adequate relevance to the solicitation requirements.
4	Well Addressed – The response demonstrates that success is mostly to be achieved due to few deficiencies and/or weaknesses. The Bidder has a very good level of capability and demonstrates experience that is very relevant to the solicitation requirements.
5	Excellently Addressed – The response demonstrates that success is highly likely to be achieved with no deficiencies and weaknesses. The Bidder has an excellent level of capability and demonstrates experience that is highly relevant to the solicitation requirements.

Scale 2 – Additional Experience

0	No additional relevant experience		
1	Experience in one area		
2	Experience in two areas		
3	Experience in three areas		
4	Experience in four areas		
5	Experience in five areas		

Scale 3 – Generic Scale

0	Bidder's information submitted was not relevant to the criterion or failed to submit response.
1	Proposal demonstrates little understanding of the solicitation requirements and the proposed approach does not address important factors and demonstrates little understanding.
	Proposed approach has significant weaknesses and is not likely to meet solicitation requirements.
	Proposal poses substantive risk and/or lacks a risk management strategy.
2	Proposal demonstrates some understanding of the solicitation requirements and the proposed approach addresses some important factors but does not demonstrate adequate understanding.
	Proposed approach has weaknesses and is not likely to meet all solicitation requirements or be effective.
	Proposal poses medium risk and/or demonstrates a weak risk management strategy.
3	Proposal demonstrates adequate understanding of the solicitation requirements and the proposed approach addresses most factors and demonstrates adequate understanding.
	Proposed approach has minor weaknesses and is likely to meet solicitation requirements.
	Proposal poses medium-low risk and/or demonstrates an adequate risk management strategy.
4	Proposal demonstrates a very good understanding of the solicitation requirements and the proposed approach addresses all important factors and demonstrates a very good understanding.
	Proposed approach has no significant weaknesses, is likely to meet solicitation requirements, and is likely to be effective and yield good results.
	Proposal poses low risk and/or demonstrates a good risk management strategy.
5	Proposal demonstrates expert understanding of the solicitation requirements and the proposed approach addresses all important factors and demonstrates expert understanding.
	Proposed approach has no apparent weaknesses, is likely to meet solicitation requirements, and is likely to be effective and yield excellent results.
	Proposal poses no apparent risk and/or demonstrates an excellent risk management strategy.

Scale 4 – Subcontract Procurement Approach

0	Not Addressed – No response provided or the response does not address the submission requirement.
1	Minimally Addressed – The response fails to demonstrate that the objective is achieved due to significant deficiencies. The deficiencies and/or weaknesses demonstrate that the Bidder is not likely to meet solicitation requirements. The Bidder demonstrates limited capability and demonstrates little understanding of the solicitation requirements.
2	Partially Addressed – The response does not demonstrate that the objective is fully achieved due to a significant level of deficiencies and/or weaknesses. However, the Bidder has some capability and demonstrates some understanding of the solicitation requirements.
3	Satisfactorily Addressed – The response does not demonstrate that the objective is fully achieved due to a moderate level of deficiencies and/or weaknesses. However, the Bidder has an acceptable level of capability and demonstrates adequate understanding of the solicitation requirements.
4	Well Addressed – The response demonstrates that the objective is mostly achieved due to few deficiencies and/or weaknesses. The Bidder has a very good level of capability and demonstrates a very good understanding of the solicitation requirements.
5	Excellently Addressed – The response fully supports or demonstrates that the objective is achieved with no deficiencies and weaknesses. The Bidder has an excellent level of capability and demonstrates expert understanding of the solicitation requirements.