



Appendix "D" **Evaluation Criteria**

Proposal Evaluation

The following elements of the proposal will be evaluated and scored in accordance with the ensuing evaluation criteria. It is imperative that the proposal addresses each of these criteria in sufficient depth and clarity to demonstrate that the requirements are met.

- A. Mandatory Requirements
- B. Costs

A. MANDATORY REQUIREMENTS

Bidder (Individual or Agency) must:

- Have, as a minimum, two years experience in counselling women specifically in the problem areas of substance abuse.
- Have, as a minimum, two years experience in facilitating group work with women assessed as having high needs.
- Be able to obtain CSC security clearance to the level of Reliability upon contract award. CSC will process the security clearances for all proposed individuals.
- Personnel must demonstrate knowledge of current research, variety of philosophies and approaches to addiction treatment programs in their proposals
- Personnel must demonstrate knowledge of relevant community resources and self-help programs by listing them in their proposals
- Personnel must demonstrate their skills in group facilitation and workshop delivery by providing a resume outlining their experience in same.

Proposals should include the resumes, which would support the skills/expertise being offered by the proposed personnel. Names and telephone numbers of business references, which can substantiate the work experience claimed, must be provided.

Proposals not meeting the above mandatory requirements will be given no further consideration.

B. COSTS

Bidders must submit costs for delivery of the Relapse Prevention Program for Women Offenders, as outlined in the statement of work, related to work, training, delivery of service, travel, administration of the contract. The cost should be an **all-inclusive session fee** that covers preparatory work, program delivery, report writing and travel to site. All prices are to be quoted **HST excluded**.

Evaluation of Price

The proposal, meeting the above noted requirements, with the lowest price will be recommended for the award of the contract.

Award of Contract

It is understood by the parties submitting proposals that, to qualify, proposals must meet all mandatory requirements of the Request for Proposal. Proposals failing to meet all mandatory requirements will be deemed non-responsive and will be given no further consideration.