



## Appendix A

### **BID EVALUATION CRITERIA**

**Reference Number: K4E21-13-0718 MUST appear on all submissions.**

Submit the technical proposal (non-cost criteria) **separate from** the financial proposal (2 separate envelopes/files). **Submissions that do NOT separate technical proposals from the financial proposal will be disqualified. Submissions may be sent electronically (via Email).**

### **Basis of Selection**

The Method of Selection to issue the resulting Contract is:

#### **Calculation Technical and Financial Scores**

**Calculation of Technical Score:** the technical score is calculated by prorating the technical score obtained by the proposal against the total possible score of 60.

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 60 \text{ points}$$

**Calculation of Financial Score:** the financial score is calculated by giving full points (40) to the lowest priced responsive proposal (**based on the sample scenario in Appendix B**) and prorating all other responsive proposal financial scores accordingly.

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 40 \text{ points}$$

#### **Calculation of Total Score:**

[Bidder's **TECHNICAL SCORE** (out of 60 points)] + [Bidder's **FINANCIAL SCORE** (out of 40 points)] = Bidder's **TOTAL SCORE** (out of 100 points).



## **TECHNICAL EVALUATION**

### **Mandatory Requirements**

Proposals must clearly indicate that the Bidder meets **all** of the mandatory requirements described below. This will be evaluated as either “**Yes**” or “**No**”. Proposals receiving “**No**” for any mandatory requirement will **not** be considered further.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Criteria: Bidders...	Page #	Yes	No
<ul style="list-style-type: none"> <li><b><u>Must</u></b> clearly demonstrate capability of providing courier services on a daily scheduled basis. Proof may be demonstrated through references, or a listing of previous contracts.</li> </ul>			
<ul style="list-style-type: none"> <li><del><b><u>Must</u></b> be proficient in written and oral English</del></li> </ul>			
<ul style="list-style-type: none"> <li><del><b><u>Must</u></b> include proof of license and bonding of driver (s)</del></li> </ul>			
<ul style="list-style-type: none"> <li>All Drivers <b><u>Must</u></b> be bondable. (Proof may be requested any time after contract award)</li> </ul>			



### Point Rated Requirements

Criteria	Page #	Points allocated for the criteria	Score
<b>1. Experience of Contractor</b> <ul style="list-style-type: none"> <li>• Contractor has provided courier services in Edmonton and area for more than 10 years <b>(40 points)</b></li> <li>• Contractor has provided courier services in Edmonton and area for a period between 5 and 10 years <b>(25 points)</b></li> <li>• Contractor has less than 5 years' experience of providing courier service in Edmonton and area. <b>(5 points)</b></li> <li>• Contractor has less than 1 year experience of providing courier service in Edmonton <b>(0 points)</b></li> </ul>		/40	
<b>2. References</b> <ul style="list-style-type: none"> <li>• Contractor has provided 2 or more positive, related business references. <b>(20 points)</b></li> <li>• Contractor has provided 1 positive, related business reference. <b>(10 points)</b></li> <li>• Contractor has provided no related business references. <b>(0 points)</b></li> </ul>		/20	
<b>Total Technical Points</b>		60	