



Environment Canada Environnement Canada

NCR Procurement and Contracting
Finance Branch
351 Saint-Joseph Boulevard
Gatineau, Quebec
J8Z 1T3

September 29, 2014

Solicitation number K1A12-14-9027

PROJECT TITLE: SOCIO-ECONOMIC STUDY FOR THE PROPOSED AMENDMENTS TO THE NEW SUBSTANCES NOTIFICATION REGULATIONS (ORGANISMS).

Dear Madam/Sir:

Environment Canada has a requirement for the services described in the attached "Terms of Reference". We are, as a result, soliciting proposals to perform this work.

If you are interested in providing these services, you must submit **three (3) copies of your technical proposal, two (2) copies of your completed signed Offer of Service, and two (2) copies of the former public servant certification** no later than **15:00 (local time) on October 22, 2014** to the following office:

**Environment Canada (BIDS)
Mailroom
171 Jean-Proulx
Gatineau, Quebec
J8Z 1W5**

in accordance with the following procedures:

1. Identify the solicitation number **K1A12-14-9027** on the outside of all proposal/courier envelopes.
2. Include the following in your proposal, in sufficient detail for evaluation purposes:
 - (a) a brief statement indicating your understanding of the work;
 - (b) a summary of your related experience;
 - (c) a listing of staff (professional, technical, administrative, sub-contractors) who will be assigned to the work, and their respective personal résumés;

(FORMER PUBLIC SERVANTS IN RECEIPT OF A GOVERNMENT PENSION MUST BE CLEARLY IDENTIFIED)

- (d) an explanation of the intended approach and/or methodology; and
 - (e) contingency plans to be implemented in the event assigned staff become unavailable during the period of the contract.
3. Environment Canada requests that bidders provide their bid in separately bound sections as follows:

SECTION I: SUBMIT THREE (3) HARD COPIES OF YOUR TECHNICAL PROPOSAL;
SECTION II: SUBMIT TWO (2) SIGNED HARD COPIES OF THE OFFER OF SERVICE (WHICH REPRESENTS THE FINANCIAL BID).
SECTION III: SUBMIT TWO (2) SIGNED HARD COPIES OF THE FORMER PUBLIC SERVANT CERTIFICATION.

Prices must appear in the Offer of Service (Financial Bid) only. No prices must be indicated in any other section of the bid. Offer of Service must be signed.

Bids must be submitted only to Environment Canada's Mailroom by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted to Environment Canada by facsimile or e-mail will not be accepted.

All questions concerning this project shall be submitted in writing by email: josee.francoeur@ec.gc.ca

Yours sincerely,

Josée Francoeur
Contracting Officer
Finance Branch

Attachments:

Offer of Service
Former Public Servant Certification
Mandatory Proposal Instructions
Terms of Reference
Evaluation Grid

MANDATORY PROPOSAL INSTRUCTIONS

- 1. Receipt**

The specified office will receive the sealed proposals (including the Offer of Service) or revisions up until the time and date specified in the letter of invitation.

Environment Canada shall no longer accept the Offer of Service/technical portion of the bidders' proposals by facsimile or by electronic mail.
- 2. Unacceptable Proposals**

Proposals received after the closing date and time will not be considered **and will be returned unopened.**

Proposals **NOT** submitted with duly completed Offer of Service forms in the format specified by the Department will not be accepted.

Incomplete proposals will be considered non-responsive and rejected.

Any Offer of Service that exceeds the stated ceiling or maximum price, if any, shall be considered non-responsive and rejected.

Any Offer of Service not signed in accordance with the letter of invitation shall be considered non-responsive and rejected.
- 3. Acceptance**

The Department will not necessarily accept the lowest or any of the proposals submitted.
- 4. Completion**

The Offer of Service form must be completed and submitted in the format presented by the Department.

Proposals must be submitted in accordance with these instructions and those contained in the letter of invitation.

It is the proposer's responsibility to ensure his/her complete understanding of the requirements and instructions specified by the Department. Enquiries concerning this solicitation must be submitted in writing to the contracting authority (Josée Francoeur) no later than five (5) working days prior to the bid closing date specified herein to allow sufficient time to provide a response.
- 5. Reference**

The Department of Environment reserves the right, before awarding the Contract, to require the Contractor to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the contractor.



OFFER OF SERVICE

1. **Offer submitted by:** (Print or type complete business or corporate name, address, telephone number, fax number)

Tel. No. _____ Fax. No. _____

E-Mail _____

2. I (We), the undersigned, hereby offer to Her Majesty the Queen in Right of Canada, as represented by the Minister of Environment, to furnish all necessary expertise, supervision, materials, equipment and other things necessary to complete, to the entire satisfaction of the Minister or his/her authorized representative, the work as described in the Solicitation package according to the terms and conditions of the Department's service contract for the following prices:



2.1 Professional Services:

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

<u>Category of Personnel</u>	<u>Per Diem Rates</u>	<u>Number of Days Assigned</u>	<u>Total</u>
------------------------------	-----------------------	--------------------------------	--------------



2.2 Administrative Expenses:

(Courier, long distance calls, reproduction, etc.).

\$ _____

**2.3 TOTAL PROPOSAL PRICE
(Canadian Currency)**

\$ _____
(Total of 2.1 + 2.2 + 2.3 above)

+ G.S.T. \$ _____

TOTAL: \$ _____



- 3. I (We) agree that the Offer of Service will remain firm for a period of one hundred and twenty (120) calendar days after the tender closing date.
- 4. Payment for professional services and associated costs will be effected upon completion of each phase, submission of invoices detailing the work completed to date and upon confirmation by the departmental representative of the services rendered/deliverables received.

Claims for travel and accommodation expenses will be reimbursed at cost, in accordance with the Travel Directive, after they have been submitted with the aforementioned invoices and supported by receipts, vouchers, or other appropriate documents.

- 5. I (We) agree to submit herewith the following:
 - (a) a PROPOSAL to undertake the work, indicating an understanding of the objectives and responsibilities, a methodology and a time schedule as it relates to the requirements;
 - (b) a CORPORATE RESUME indicating relevant experience, the proposed personnel for the work team including their curriculum vitae;
 - (c) a list, if applicable, of SUBCONTRACTOR(S) including full names and addresses, portion(s) of work to be subcontracted and relevant firm experience;
 - (d) a duly completed OFFER OF SERVICE, **in two copies (2)**.
 - (e) a duly completed former public servant certification, **in two copies (2)**.
- 6. It is a condition that during the term of the contract all persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-Employment Code for Public Office Holders. Should an interest be acquired or seem to cause a departure from the principles, the contractor shall declare it immediately to the departmental representative.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT SHALL BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE AND SHALL BE REJECTED.

Dated this day of , 2014, at in the province of

by: (Signing Officer) Print & Sign

Title

Former Public Servant Certification – Competitive Requirement

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defense Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Printed name

Signed

Date

TERMS OF REFERENCE

SOLICITATION K1A12-14-9027

SOCIO-ECONOMIC STUDY FOR THE PROPOSED AMENDMENTS TO THE NEW SUBSTANCES NOTIFICATION REGULATIONS (ORGANISMS).

INTELLECTUAL PROPERTY & CONFIDENTIALITY

INTELLECTUAL PROPERTY

Environment Canada has determined that any intellectual property arising from the performance of the work under this Contract will be vested in Canada on the grounds that the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination (**section 6.4.1** of the Treasury Board of Canada Secretariat *Policy on Title to Intellectual Property Arising under Crown Procurement Contracts*).

CONFIDENTIALITY

It is understood and agreed that the Contractor shall, during and after the effective period of the ensuing contract, treat as confidential and not divulge, unless authorized in writing by the Departmental Representative or his/her delegate, any information obtained in the course of the performance of the ensuing contract.

Subject to the Access to Information Act, R.S. 1985, c.A-1, the parties agree that the terms of this Agreement are confidential and each party shall use the same degree of care to prevent disclosure of the terms of this Agreement to third parties as it uses to protect its own confidential information of similar nature. Any failure of the Contractor to respect the confidentiality obligations is a default of the Contractor for which the Minister may terminate the contract.

BACKGROUND

The *New Substances Notification Regulations (Organisms)* (NSNR (O)) exempts new higher organisms from notification prior to import or manufacture when these organisms are used for Research and Development (R&D) and meet the criteria outlined in the Regulations. These criteria require that the R&D activity involving these organisms fully contain the live organism, its genetic material and any product that may be toxic to the environment or human health.

Following several multi-stakeholder consultations, Environment Canada and Health Canada are considering regulatory amendments aimed at broadening the R&D exemption criteria as well as including reporting requirements as part of the overall exemption from notification to ensure appropriate oversight. This study focuses exclusively on changes to the changes to the reporting and notification requirements.

The proposed Amendments require any facility which is exempted from the *New Substances Notification Regulations (Organisms)* to submit a report detailing that each organism that is used meets the exemption criteria and to designate a qualified designated authority (QDA) to conduct such report. The QDA will make a determination that a research and development exemption from the Regulations will apply given the characteristics of the modified organisms and the physical and operational infrastructure of the facility. The QDA will periodically provide reports to the Government of Canada that summarizes such determinations.

The proposed Amendments would also increase the number of schedules in the NSNR (O), potentially reducing the notification requirements for new higher organisms that have low levels of exposure to the environment.

OBJECTIVE

The objective of this study would be to estimate the incremental impacts of changes to the reporting and notification requirements of potential Amendments to the *New Substances Notification Regulations (Organisms)*. This information is necessary to support regulatory development and analytical requirements under the *Cabinet Directive on Regulatory Management*.

STATEMENT OF WORK

Tasks: The Contractor must complete the following work tasks.

Task 1 – Provide a Socio-Economic Profile of the research sector that handles organisms in Canada.

- a. Categorize the industry sector by size, based on employment and/or revenue, into large, medium and small scale facilities
- b. For each size category provide data on key indicators such as the number of facilities, quantity of organisms manufactured, imported, exported (for trade include countries of origin and destination that account for more than 80 percent of the trade) employment, revenue, GDP contribution, growth rates etc.
- c. Provide a description of the extent to which competition exists within the industry sectors, the level/source of competition in the domestic market from international sources, and the level/source of competition in export markets. Provide substantive evidence of any changes in the competitive environment over the past five years, and any expected changes in the future.
- d. Provide a regional and provincial profile, including the relative importance of the relevant industry sectors to the region and province (in terms of direct and indirect employment and affiliated economic activity). The profile should also identify vulnerable facilities and their importance to the community or region. Special consideration should also be given to highly vulnerable communities, regions or provinces.
- e. Identify the key upstream and downstream linkages and their importance to the industry sectors under consideration.
- f. Financial health of the industry sectors (including rates of return, profits, structural change, capital or labour intensive, growth, operating costs and percentage of operating costs represented by these organisms)
- g. Dynamism of the industry (e.g. ease of entry, mergers, closures, etc.), business cycles and regional importance for the industry sector of concern.
- h. Any other data that arises during the course of this study and that in the view of the scientific authority and/or the consultant becomes relevant for the effective and accurate characterization of industry sectors.

The contractor must provide a clearly designed approach for the identification and enumeration of facilities in the various sectors and describe the method for generating these estimates. The contractor must apply the agreed upon methodology in generating estimates in the Preliminary Report.

Task 2 – Estimate the incremental impacts of the changes to the reporting and notification requirements of the proposed Amendments per facility.

- Estimate the cost required for a QDA to complete and submit a report. The contractor will outline the steps, and time that would be needed, and cost incurred to fill out a report for exempted facilities.
- Estimate the cost required for a stakeholder to fill out a notification in compliance with the current NSNR (O). The contractor will outline the steps, and time that would be needed, and cost incurred to submit a notification.

The contractor must provide a clearly designed approach and methodology for the estimated time of one of these reports. The contractor must then apply the agreed upon methodology in generating the estimates in the Final Report. The design and methods to be used for estimating the incremental costs must be approved by the Project Authority before the start of the study.

Deliverables: The Contractor must submit each of the following deliverables.

The contract will begin with an introductory meeting (teleconference) within 1 week of contract signing. The contractor will then provide the Project Authority with:

- A) A preliminary report detailing the final work plan and methodology based on feedback from the Project Authority following the introductory meeting.
- B) A draft final report including the data and analysis detailed in the statement of work must be submitted to the Project Authority by the end of the 10th week. This draft final report must contain all necessary data and analysis with clear and complete discussion and conclusions based on the findings.
- C) The final report delivered to the Project Authority 13 weeks following the signing of the contract in two hard bound copies and one electronic copy. The final report must have addressed all feedback and questions provided by the Project Authority following the draft final report and contain all necessary data and analysis with clear and complete discussion and conclusions based on the findings.

Also, regular feedback through email, and/or phone calls (approx. every 2 weeks to 3 weeks or as required) shall be maintained between the Contractor and the Project Authority.

The Contractor will be responsible for the submission of all the deliverables outlined above to the Departmental Representative. In addition to the draft and final versions of the dataset and report, the Contractor will provide Environment Canada, upon request, with hard and electronic copies of any notes, text, images, surveys, raw data or spreadsheets used for the delivery of this contract.

All deliverables must be provided, at the latest, thirteen (13) weeks after the first day of contract.

GENERAL INSTRUCTIONS

Environment Canada has designated a Departmental Representative to organize the review of all draft and final deliverables. All draft and final deliverables must be submitted in electronic format to the Departmental Representative. The Contractor will make appropriate revisions to the deliverables based on the input received from Environment Canada.

All documentation (either in draft or final form) must be organized and written in a clear and logical fashion. The Contractor must report all sources of information. All electronic copies of reports must be provided in Microsoft Word format (version 2003 or later), and all supporting data and spreadsheets, including active cells – with identified links, calculations and equations (for methodological validation by Environment Canada) – must be provided in Microsoft Excel format (version 2003 or later).

PROJECT SCHEDULE

As soon as possible following the awarding of the contract, a project kick-off meeting will be arranged with Environment Canada and the Contractor in order to clarify the terms of the contract, as well as the expectations of both Environment Canada and the Contractor.

The Contractor will participate in a project kick-off meeting with Environment Canada officials, including the Departmental Representative, within one (1) week of the contract start date.

The contractor must submit the draft report by the end of the 10th week of the contract.

The contractor must submit the final report by the end of the 13th week of the contract.

Environment Canada will arrange for all meetings to occur via toll-free teleconference. Environment Canada will arrange to host meetings at 10 Wellington Street, Gatineau, Quebec, if the Contractor would like to participate in one or more face-to-face meetings.

QUALITY ACCEPTANCE CRITERIA

All deliverables and correspondence produced by the Contractor will be subject to review in draft form by Environment Canada. All work is to be performed to the satisfaction of Environment Canada. Sufficient flexibility is required of the Contractor to respond to changing schedules and unforeseen developments. Project proposals will be selected and evaluated in accordance with the specifications provided in Appendix A.

SECURITY REQUIREMENTS

All contractors under this contract must have a security level of **ENHANCED RELIABILITY**.

TRAVEL

No travel expenses will be associated with this contract.

PROJECT COST

Environment Canada has established funding for this project at a cumulative total cost of **\$35,000.00** (HST excluded) from contract signing to **March 31st, 2015**.

PROPOSAL INSTRUCTIONS

The proposal must include a statement of understanding of the tasks, as well as proposed methodology. It must be of sufficient quality and include sufficient details that it demonstrates clarity, logic, consistency and understanding of the terms of reference and the approach that will be taken to achieve the contract objectives. Specifically, the proposal must include the following:

- A statement of understanding of the work to be undertaken
- A detailed work plan and description of how the Contractor would carry out the tasks to achieve the project objectives, including a work schedule that demonstrates a breakdown of the tasks and associated time commitments
- A detailed methodology that shows it meets the requirements listed in the Statement of Work,
- A contingency plan describing alternative approaches/plans and flexibility mechanisms to overcome obstacles to complete the tasks

The following is a breakdown of the Professional Services (show fee structure all-inclusive of profit and overhead).

Contract Period:			
contract signing to 31 March 2015			
Category of Personnel	Per Diem Rates (A)	Estimated Level Of Effort (B)	Total (C) A + B = C
Bidder's Total Price =		\$ _____ (Transfer total to Section 2.1 of Offer of Service (page 6 above))	

- Pricing:** All prices must be firm prices exclusive of GST/HST.
- All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- Bidder's Grand Total Price will be transferred by bidder to Section 2.4 of Offer of Service (page 6 above).

APPENDIX A: Evaluation Criteria

Highest combined technical merit and price

Proposals will be evaluated in accordance with the requirements listed below. Proposals that do not meet all Mandatory Criteria and the minimum required points for every section of the Point-Rated Criteria will be deemed non-compliant. **In addition, the proposals will be evaluated on a weighted basis with the technical score being worth 70% and the financial score being worth 30%.** The company with the highest total score will be recommended for contract award. An example is presented at the end of this section.

The proposal must include a detailed description of the approach, methodology and the work plan describing how the Contractor would carry out the study to fulfill the tasks described above. Any relevant information to enable Environment Canada to adequately score the proposal based on the criteria listed below should be included.

If no acceptable bids are received, Environment Canada has the right to not award this contract.

For a proposal to be deemed technically compliant, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all of the mandatory criteria;
- c) obtain the required minimum in each of the Technical Evaluation Criteria which are subject to point rating.
- d) obtain the required minimum of **42 points (70%)** as an **OVERALL score** for the Technical Evaluation Criteria (the rating is performed on a scale of **59** points).

Bids not meeting **(a) or (b) or (c) or (d)** will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Mandatory evaluation criteria

	Mandatory Criteria	Met/Not Met
M1	At least one member of the project team is required to have a university degree with an appropriate specialization in environmental economics or engineering.	
M2	The post-secondary education of project team members must be clearly presented in the proposal (proof of any academic degree must be provided upon request).	

Technical evaluation criteria

	Rated Criteria	Maximum Score	Score
<p>1. UNDERSTANDING OF THE REQUEST FOR PROPOSAL (MAX. 6 POINTS) MINIMUM REQUIRED: 3 POINTS</p>	<p>R1. Does the proposal indicate a clear and logical understanding of the objective and Statement of Work?</p> <p>The proposal clearly demonstrates the objectives and statement of work in a logical fashion.</p> <p>The proposal demonstrates the objectives and statement of work, but not in a clear and logical manner.</p> <p>The proposal does not demonstrate the objective and statement of work at all.</p>	<p>Max. 6 points</p> <p>6</p> <p>3</p> <p>0</p>	
<p>2. WORK PLAN, APPROACH & METHODOLOGY (MAX. 36 POINTS) MINIMUM REQUIRED FOR R2 A) AND B): 24 POINTS</p>	<p>R2. A) Does the work plan identify milestones and how the Contractor will satisfy the requirements in the Statement of Work? (<i>partial points will be awarded in R2 A) as indicated in this section</i>)</p> <p>The proposal clearly identifies the milestones, timelines and deliverables for all of the requirements in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for some of the requirements identified in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for many of the requirements identified in the Statement of Work.</p> <p>The proposal is missing information related to the milestones, timelines and deliverables for all of the requirements identified in the Statement of Work.</p>	<p>A) Max. 12 points</p> <p>12</p> <p>8</p> <p>4</p> <p>0</p>	

	<p>R2. B) Are the presented approach and methodology logical, thorough and well defined for each of the tasks in the Statement of Work? (<i>partial points will be awarded in R2 B) as indicated in this section</i>)</p> <p>All of the six points below are satisfied:</p> <ol style="list-style-type: none"> (1) The presented approach is logical and thorough. (2) The presented approach is well defined. (3) The steps in the presented methodology are logical and thorough. (4) The steps in the presented methodology are well defined. (5) Potential challenges are clearly identified. (6) Potential solutions to challenges are addressed. <p>Any one of the points above is not satisfied, but the remaining five points are satisfied.</p> <p>Any two of the points above are not satisfied, but the remaining four points are satisfied.</p> <p>Any three of the points above are not satisfied, but the remaining three points are satisfied.</p> <p>Any four of the points above are not satisfied, but the remaining two points are satisfied.</p> <p>Any five of the points above are not satisfied, but the remaining one point is satisfied.</p> <p>None of the points above is satisfied.</p>	<p>B) Max. 24 points</p> <p>24</p> <p>20</p> <p>16</p> <p>12</p> <p>8</p> <p>4</p> <p>0</p>	
<p>3. PROJECT TEAM EXPERIENCE (MAX. 17 POINTS)</p>	<p>R3. A) Does the project team’s cumulative experience make it well suited to complete the assignment? (<i>partial points will be awarded in R4 as indicated in this section</i>)</p>	<p>A) Max. 10 points; min. 4 total points; and</p>	

APPENDIX “B”

Selection of Contractor (Highest combined technical merit and price)

For a proposal to be deemed technically compliant, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all of the mandatory criteria;
- c) obtain the required minimum in each of the Technical Evaluation Criteria which are subject to point rating.
- d) obtain the required minimum of **42 points (70%)** as an **OVERALL score** for the Technical Evaluation Criteria. The rating is performed on a scale of **59 points**.

Bids not meeting **(a) or (b) or (c) or (d)** will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

Example of Highest Combined Rating of Technical Merit and Price

The *responsive* (compliant) Bidder with the highest combined rating of technical merit and price will be recommended for award of a contract. In this example, technical merit and price weighting are **70% and 30%** respectively. Contractor Selection Method is based on the Responsive Bidder achieving the highest total points.

Formula:

Bidder's Rated Score			Lowest Bidder Price		
Maximum Possible Score	x 70	+	Bidder's Price	x 30	

Example:

Description	Bidder A	Bidder B	Bidder C
Bidder Technical Points Received	137	110	127
Bidder Proposed Price	\$39,000	\$28,000	\$33,000

Final Evaluation Score Calculation:

Bidder	Points for Technical Score	Points for Price	Total Points
Bidder A	$(137 / 146) \times 70 = 65.68$	$(28,000 / 39,000) \times 30 = 21.53$	87.21
Bidder B	$(110 / 146) \times 70 = 52.73$	$(28,000 / 28,000) \times 30 = 30$	82.73
Bidder C	$(127 / 146) \times 70 = 60.89$	$(28,000 / 33,000) \times 30 = 25.45$	86.34

In this example, Bidder A will be recommended for Contract award.