

**Amendment #1 – June 30, 2016**

**Remove Appendix B in original RFP and replace with:**

**APPENDIX B**

**7.2 Evaluation Table**

<b>EVALUATION CRITERIA</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>WEIGHT 100 Total</b>	<b>POINTS 1 to 5</b>	<b>SCORE AxB</b>
<p><b>Proponent Qualifications</b>  <i>The proposal will be evaluated on:</i></p> <ul style="list-style-type: none"> <li>1) <i>the full description of the firm;</i> <ul style="list-style-type: none"> <li>a. <i>minimal detail provided: 1,0 pt</i></li> <li>b. <i>some detail provided: 2,0 pts</i></li> <li>c. <i>reasonable detail provided: 3 pts</i></li> <li>d. <i>good level of detail provided: 4pts</i></li> <li>e. <i>complete and extensive level of detail provided: 5pts</i></li> </ul> </li> <li>2) <i>résumés for all personnel;</i> <ul style="list-style-type: none"> <li>a. <i>a year or less on average, all experiences and studies combined: 1,0 pt</i></li> <li>b. <i>2 years on average, all experiences and studies combined: 2,0 pts</i></li> <li>c. <i>3 years on average, all experiences and studies combined: 3 pts</i></li> <li>d. <i>4 years on average, all experiences and studies combined: 4pts</i></li> <li>e. <i>5+ years on average, all experiences and studies combined: 5pts</i></li> </ul> </li> <li>3) <i>provision of references;</i> <ul style="list-style-type: none"> <li>a. <i>one or less project in similar field with good reference: 1,0 pt</i></li> <li>b. <i>2 projects in similar field with good reference: 2,0 pts</i></li> <li>c. <i>3 projects in similar field with good reference: 3 pts</i></li> <li>d. <i>4 projects in similar field with good reference: 4pts</i></li> <li>e. <i>5+ projects in similar field with good reference: 5pts</i></li> </ul> </li> <li>4) <i>office location(s) and experience of personnel on site.</i> <ul style="list-style-type: none"> <li>a. <i>minimal office location and personnel on site details provided: 1,0 pt</i></li> <li>b. <i>some office location and personnel on site details provided: 2,0 pts</i></li> <li>c. <i>reasonable office location and personnel on site details provided: 3 pts</i></li> <li>d. <i>good level of office location and personnel on site details provided: 4pts</i></li> <li>e. <i>complete and extensive level of office location and personnel on site details provided: 5pts</i></li> </ul> </li> </ul>	20		

## **Response to Statement of Work**

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The proposal must demonstrate a clear understanding of project objectives and requirements. The Proponent must provide a detailed response to each item listed in section 3.0, demonstrating how they meet each requirement:

### **1) Proposed methodology:**

- a. minimal methodology details provided: 1,0 pt
- b. some methodology details provided: 2,0 pts
- c. reasonable methodology details provided: 3 pts
- d. good level of methodology details provided: 4pts
- e. complete and extensive level of methodology details provided: 5pts

### **2) Anticipated Resources required for each phase**

- a. minimal anticipated resources details provided: 1,0 pt
- b. some anticipated resources details provided: 2,0 pts
- c. reasonable anticipated resources details provided: 3 pts
- d. good level of anticipated resources details provided: 4pts
- e. complete and extensive level of anticipated resources details provided: 5pts

### **3) Ability to complete the project within the time frame**

- a. minimal demonstration of ability to complete the project within the time frame: 1,0 pt
- b. some demonstration of ability to complete the project within the time frame: 2,0 pts
- c. reasonable demonstration of ability to complete the project within the time frame: 3 pts
- d. good demonstration of ability to complete the project within the time frame: 4pts
- e. complete and extensive demonstration of ability to complete the project within the time frame: 5pts

### **4) Bilingual capacity (French and English)**

- a. capacity to conduct the survey in only one language, French or English: 1,0 pt
- b. capacity to conduct the survey both in French and English: 3 pts
- c. capacity to conduct the survey both in French and English and in one or more of these languages: Mandarin, Cantonese, Italian, Panjabi, Tagalog or Spanish: 5pts

### **5) Project objectives**

- a. minimal demonstration of objectives comprehension: 1,0 pt
- b. some demonstration of objectives comprehension: 2,0 pts
- c. reasonable demonstration of objectives comprehension: 3 pts
- d. good demonstration of objectives comprehension: 4pts
- e. complete and extensive demonstration of objectives comprehension: 5pts

### **6) Current and emerging issues and anticipated difficulties**

- a. minimal details provided on current and emerging issues and anticipated difficulties: 1,0 pt
- b. some details provided on current and emerging issues and anticipated difficulties: 2,0 pts

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	WEIGHT 100 Total	POINTS 1 to 5	SCORE AxB
<ul style="list-style-type: none"> <li>c. reasonable details provided on current and emerging issues and anticipated difficulties: 3 pts</li> <li>d. good details provided on current and emerging issues and anticipated difficulties: 4pts</li> <li>e. complete and extensive details provided on current and emerging issues and anticipated difficulties: 5pts</li> </ul>			
<p><b>Project Management Plan</b></p> <ul style="list-style-type: none"> <li>1) Project management approach <ul style="list-style-type: none"> <li>a) Minimal project management plan details provided: 1,0 pt</li> <li>b) some project management plan details provided: 2,0 pts</li> <li>c) reasonable project management plan details provided: 3 pts</li> <li>d) good level of project management plan details provided: 4pts</li> <li>e) complete and extensive level of detail provided: 5pts</li> </ul> </li> <li>2) Quality control <ul style="list-style-type: none"> <li>a) minimal quality control details provided: 1,0 pt</li> <li>b) some quality control details provided: 2,0 pt</li> <li>c) reasonable quality control details provided: 3 pts</li> <li>d) good level of quality control details provided: 4pts</li> <li>e) complete and extensive level of quality control details provided: 5pt</li> </ul> </li> <li>3) Status reporting: <ul style="list-style-type: none"> <li>a) minimal status reporting details provided: 1,0 pt</li> <li>b) some status reporting details provided: 2,0 pts</li> <li>c) reasonable status reporting details provided: 3 pts</li> <li>d) good level of status reporting details provided: 4pts</li> <li>e) complete and extensive level of status reporting details provided: 5pts</li> </ul> </li> <li>4) Work Schedule: <ul style="list-style-type: none"> <li>a) minimal work schedule correspond to CMHC plan: 1,0 pt</li> <li>b) some parts of work schedule correspond to CMHC plan: 2,0 pts</li> <li>c) reasonable portion of work schedule correspond to CMHC plan: 3 pts</li> <li>d) majority of parts of work schedule correspond to CMHC plan: 4pts</li> <li>e) all parts of working schedule correspond to CMHC plan: 5pts</li> </ul> </li> <li>5) Interface with CMHC: <ul style="list-style-type: none"> <li>a) minimal interface with CMHC details provided: 1,0 pt</li> <li>b) some interface with CMHC details provided: 2,0 pts</li> <li>c) reasonable interface with CMHC details provided: 3 pts</li> <li>d) good level of interface with CMHC details provided: 4pts</li> <li>e) complete and extensive level of interface with CMHC details provided: 5pts</li> </ul> </li> <li>6) Continuous Improvement: <ul style="list-style-type: none"> <li>a) minimal continuous improvement details provided: 1,0 pt</li> <li>b) some continuous improvement details provided: 2,0 pts</li> <li>c) reasonable continuous improvement details provided: 3 pts</li> <li>d) good level of continuous improvement details provided: 4pts</li> <li>e) complete and extensive level of continuous improvement details provided: 5pts</li> </ul> </li> </ul>	35		

EVALUATION CRITERIA	A	B	C
	WEIGHT 100 Total	POINTS 1 to 5	SCORE AxB
<p><b>Pricing Proposal</b>  <i>CMHC will allot the highest points to the lowest priced proposal and pro-rate all other priced proposals by the percentage they are higher from the lowest priced proposal.</i></p>	10		
<b>TOTALS</b>	100		