

SECTION 4

SUBMISSION REQUIREMENTS AND EVALUATION

1. GENERAL INFORMATION

- a) This section describes the process and criteria ASPM will use to evaluate the proposals and determine the successful Contractor.
- b) The evaluation process will have three (3) phases, as described below. Proposals shall be structured such that each section and area of the proposal is complete and stands alone. The use of cross-referencing within each section to satisfy formal requirements is not acceptable and may render the Proposal non-compliant. Evaluators will only look at information offered under the applicable section to make their assessment.

Contractors are required to submit the following packages:

- Mandatory requirements
- Technical Proposal
- Financial Proposal

NO FINANCIAL INFORMATION WHATSOEVER SHALL BE INCLUDED WITH THE TECHNICAL PROPOSAL. THE FINANCIAL PROPOSAL SHALL BE SEPARATED, SEALED AND ENCLOSED UNDER A SEPARATE COVER WITH THE CONTRACTOR'S PROPOSAL.

- b) The proposal shall be complete, clear and concise.
- c) Each proposal will be evaluated solely on its own content.
- d) Prepare the proposal in conjunction with the stated "Evaluation Selection Criteria", which your proposal will be evaluated against.
- e) Your proposal shall become part of the Contract.
- f) Contractors are required to submit an original plus FOUR (4) paper copies of their Technical Proposal (5 copies all together), two (2) copies of their Financial Proposal (in a separate sealed envelope).

2. MANDATORY REQUIREMENTS

Failure to meet any of the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

3. DESCRIPTION OF PROPOSAL ELEMENTS

Corporate Background

1. Provide a corporate and strategic organization chart.
2. Provide the corporate background and general company description for the

prime Contractor and all proposed sub-contractors. This should illustrate the capability and capacity of the company to successfully undertake the Contract requirements. If the Contractor wishes to include corporate brochures and other supporting documentation with their proposal, then they shall be attached as an Appendix to this section.

3. Indicate what priority this Contract holds in the corporate business plan and why it is important that the company's proposal be selected.

4. PREVIOUS EXPERIENCE ON SIMILAR WORK

1. Demonstrate experience on similar contracts of similar scope and size by identifying contracts performed by the corporate organization where members of the Contractors proposed site organization were involved with similar contracts within the past seven (7) years which are relevant to this requirement.
 - Provide three (3) references for the "Grounds Maintenance" of an industrial /institutional/commercial facility with numerous buildings and sites.
2. Complete the following Table – Relevant Contract Information to provide basic information for each relevant contract/ assignment proposed. For each contract listed in the Table, provide in a narrative format, a brief description of the contract objectives and its approach and methodology and the relevance of this experience to the requirements outlined in this RFP.
3. Demonstrate that the contracts offered as examples are linked to as many of the key personnel proposed as part of the Contractor's Management Team. Contractors must describe the nature of the contributions of the proposed personnel.
4. Describe the stability of the workforce on these projects. What was the turnover rate of personnel on these projects?

Table – Relevant Contract Information

Contract Name	Client	Client's Point of Contact	Client's Tel. No. and E-mail address	Proposed Resources who Worked on the Contract	Contract Value	Start/End Dates

5. A minimum of three contracts of similar scope and nature shall be described. However, Contractors may describe as many previous contracts as they feel is necessary in order to adequately describe the experience and qualifications of the Contractor and of the proposed team. References may be contacted.

5. CONTRACTOR'S MANAGEMENT TEAM

1. Demonstrate competence, experience, education, qualifications and the ability of the proposed team members to fulfil the requirements of the RFP.
2. Provide an organization chart of the team illustrating the individual team members and the relationship among the prime Contractor and any strategic partners or sub-contractors.
3. Identify on the organization chart the senior person of the Contractor's Management Team who will act as the prime point of contact with the ASPM Project Authority.
4. Identify the Site Supervisor who has the relevant experience in projects of similar size, scope and complexity to meet the day to day requirements as described in the RFP.
5. Identify all key on-site personnel reporting directly to the Site Supervisor including a back-up for the position of the Site Supervisor.
6. Contractors must provide all necessary personnel information for key positions identified and provide the required CV's and certifications.

NOTE: Listing experience without providing any supporting data describing where and how such experience was obtained, or without a contact point for verification, may result in disqualification of the experience for evaluation purposes.

6. DRAFT HEALTH AND SAFETY PLAN

1. Elaborate in detail the Contractor's Health and Safety Plan for its functions as it conforms to applicable legislation and policies including, but not limited to the following:
 - Safe workplace training
 - Specialized training of specific tasks, operations equipment
 - WHMIS training
 - Use of personal protective equipment
2. Describe in detail the Health and Safety Program or practices currently in place, including training and monitoring of staff performance and sub-contractor performance.

7. DRAFT COMMUNICATIONS PLAN

1. Detail how the Communication Plan will address how the Contractor will report progress, coordinate deliverables, resolve problems and issues and interface/liaise with the ASPM Project Authority. The RFP describes regular reporting requirements in forms of reports and meetings. The Contractor is to describe how these significant reporting requirements will be managed.
2. The Contractor must put in place a reporting system to identify all achievements, slippage or changes to project schedules or major milestones during the term of this Contract. All progress reports must be reviewed by the ASPM Project Authority to ensure that the content satisfies ASPM's management.

8. FINANCIAL PROPOSAL

1. General

The Financial Proposal must be submitted separately in a sealed envelope and shall contain the following:

- Title Page
- Table of Contents
- Financial Capacity
- Disclosure Statement
- Pricing Schedules

2. Description of Elements

1. Financial Capacity

NRC requires assurance that Contractors have the corporate financial resources and financial stability necessary to meet the cash flow requirements of the resulting contract. In order to demonstrate its financial capacity, the Contractor must include the following with its proposal:

- a) Audited Financial Statements for the company's last three (3) fiscal years, Statement of Earnings and Income Statement.
- b) Confirmation letter from the Contractor's banking institution indicating the value of the total lines of credit granted and the amounts available and not drawn upon as of December 31, 2016.
- c) All financial information provided with the Proposal must be certified by either the Chief Financial Officer or the signing officer of the Contractor's company.
- d) NRC, at its discretion, reserves the right to request additional financial information or conduct an on-site review of the Contractor's financial information as part of the evaluation process. Contractors must make their facilities and all appropriate supporting documentation and records available for such an on-site visit.

2. Disclosure Statement

The Contractor must provide a clear statement setting out the nature and extent of any material litigation pending against the Contractor or any member of the Consortium. In the absence of a disclosure statement, NRC will understand that there are no pending litigations against the Contractor or any member of the Consortium.

3. Insurance Certificates

Contractors must insert their Insurance Certificates as part of their Technical Proposal.

4. Pricing Schedules

Contractors must submit as part of their Financial Proposal the pricing schedules, found in Schedules 1, 2 and 3, **Appendix B**, Pricing Matrix.

9. EVALUATION METHOD

1. Evaluation Team

An evaluation team composed of various stakeholders will evaluate the proposals.

2. General

The evaluation of the proposals will be based on a weighted percentage system in accordance with the following guidelines:

Technical Proposal (Appendix A)	70 percent
Pricing Matrix (Appendix B)	<u>30 percent</u>
Total Score	100 percent

The Contractor receiving the highest total score determining that their proposals offer the best overall value to NRC will be recommended to be approached in order to finalize the details of a contractual agreement for the provision of the required services requested in the RFP. In the event of a tie, the Contractor submitting the lower price for the services will be selected.

Financial proposals will be evaluated based on the contract period including the optional periods. For the option year's six to ten, the fixed price of year five of the contract will be increased according to the Consumer Price Index (CPI). The increased price will become the new fixed price for the first optional year (year six). For every other optional year, the annual fee will be adjusted according to the CPI based on the same methodology. For evaluation purposes only, NRC will be using 1.5% for the CPI component.

3. Types of Evaluation Selection Criteria

For the purposes of this RFP, there are two types of evaluation criteria: "Mandatory and Rated". Failure to meet ALL Mandatory Criteria (MC) will result in the Proposal being non-compliant and will not be considered further in the Management and Technical Evaluation rated criteria phase (MR). Once the Mandatory Criteria has been met, the Proposal will be evaluated against the Rated Criteria. Contractor's proposal must score a minimum of 75% of the total points allowed for the "Rated Requirements" for their proposal to be considered further.

Only those proposals that meet all Mandatory Requirements and meet or exceed the minimum total scoring of 75% of the points for the "Rated Requirements" (MR) will then have their financial proposal evaluated.

10. PROPOSAL EVALUATION

1. Mandatory Criteria (MC)

To be compliant and to be considered further in the evaluation, Contractors **must** meet the following Mandatory Criteria:

Reference	Description	Achieved?	Cross Reference To Proposal
MC1	Statement provided certifying whether the bidder is a sole entity, partnership or corporate entity. The bidder must provide a statement identifying any or all proposed Sub-Contractor's and the relationship between the primary bidder and the Sub-Contractor(s) or potential franchise operator.	Yes/No	
MC2	Certifications must be properly completed and submitted with the Proposal. Certifications required are: a) Proof of maximum insurance coverage currently carried as: 1. Comprehensive General Liability Insurance and Vehicle/Equipment Liability Insurance	Yes/No	
MC3	It is mandatory that the Proponent or a representative of the Proponent visit the site and examine the scope of work required. Proof of attendance form to be signed at the Site Visit and briefing session.	Yes/No	
MC4	Audited Financial Statements for the company's last three (3) fiscal years, Statement of Earnings and Income Statement.	Yes/No	
MC5	Statement indicating that services can be provided in both official languages.	Yes/No	
MC6	Federal Contractors Program for Employment Equity Declaration Form – Appendix H	Yes/No	

2. Evaluation of the Technical Proposal (MR)

The following description of criteria below illustrates some of the factors that will be applied to evaluate the criteria applied to the Technical Proposal.

Ref. #	Evaluation Criteria	Max. Points
MR1	<p>Corporate Background: Has an adequate description of the corporate background been provided that is focused on the requirement of this Contract? Has the firm had experience in a multi-facility environment? Is ownership or corporate control clear? Does the firm have an Ottawa presence?</p>	10
MR2	<p>Contractor Previous Experience on Similar Work: The Contractor should demonstrate that the contracts they have performed in the past are of similar scope and nature. The greater the relevant experience, the more points the Contractors will receive. Relevant experience will be assessed against factors such as size, complexity and nature of services managed. (5Pts)</p> <p>The Contractors should demonstrate that he has had a minimum of seven (7) years recent experience in providing services to large institutional and/or commercial sites with numerous multi-purpose facilities of various sizes as well as having experience in maintaining large laboratory facilities with specialized features and containing hazardous materials. (5Pts)</p> <p>Submission of 3 references clearly demonstrating the involvement in the management of operation and maintenance function and minor construction renovation projects described within the RFP. (5Pts)</p>	15
MR3	<p>Site Organization Plan: The Site Organization Plan should address proposed positions, number of staffing, identify if the proposed staff will be on-site or off-site in the form of an organization chart to show the relationships between the Corporate Management, the Project Director, Project Manager(s), Site-Supervisor(s) and sub-contractors. (8Pts)</p> <p>The Proposal should provide a description of the roles, responsibilities and authority of key personnel regarding decision making, reporting and control framework. As well, describe the roles and terms of reference of key technical personnel. (5Pts)</p> <p>Submit detailed CV's describing the proposed site supervisor and field employees work history, role through this contract such as client interaction, reporting procedures, quality assurance, etc. (8Pts)</p> <p>Address the sub-contractors who will be utilized to support the delivery of services, who are they, what will be their roles and responsibilities and how will they be managed? (4Pts)</p>	25
MR4	<p>Health and Safety Plan:</p>	15

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	<p>Does the Contractor have a comprehensive Health and Safety policy and if so, what related information does it contain? Is adequate staff training planned and is it a corporate priority? (5Pts)</p> <p>Describe how workers are notified of job-specific hazards? (5Pts)</p> <p>Describe how sub-contractors' workers are incorporated into your health and safety training and other programs. (5Pts)</p> <p>Please identify your WSIB account # _____</p>	
MR5	<p>Communication Plan: The Proposal must describe in detail how the Contractor's on-site management team will report progress, coordinate deliverables, resolve work related problems or issues and communicate in general with the ASPM users and the ASPM Project Authority.</p> <p>Submission of sample reports, are they easy to understand?</p>	5
MR6	<p>Equipment: Submit a list identifying the equipment which will be available to fulfill the Contract. Some services required for this contract rely in a fleet of specialized equipment which shall be transported in a compressed time frame. Please list the equipment based on the following categories: 1) Snow Clearing & Ice Control 2) Turf Maintenance 3) Spring Clean-Up & Sweeping/Flushing of Parking Lots NRC Representatives will visit the Contractor's location to confirm ownership of listed equipment.</p>	30
	<p>Total Points for Technical Proposal:</p> <p>Minimum Passing Points: (75%)</p>	<p>100</p> <p>(75)</p>