



APPENDIX D EVALUATION PROCEDURES & CRITERIA

TECHNICAL PROPOSAL

It is essential that the elements contained in the Proposal be stated in a clear manner and in sufficient depth to allow for evaluation by the evaluation team.

1.0 METHOD OF SELECTION – HIGHEST COMBINED SCORE OF TECHNICAL MERIT AND PRICE (ONCE MANDATORY REQUIREMENTS AND TECHNICAL REQUIREMENTS HAVE BEEN MET)

- 1.1 The evaluation process is designed to identify the most qualified contractor to provide services as stipulated in the Statement of Work (Appendix B).
- 1.2 This section comprises the detailed Proposal requirements that will be used to evaluate Bidders' responses to the RFP.
- 1.3 To be considered Compliant, a Proposal Must:
 - 1- Meet all the mandatory requirements specified in section 2.0 below;
 - 2- Achieve a total minimum score of 70% (70 points) in each technical point rated requirements as set out in section 3.0 below.
- 1.4 The price of the Proposal will be evaluated in CANADIAN DOLLARS, Applicable Taxes excluded, FOB destination for goods/services, Customs Duties and Excise Taxes included.
- 1.5 Failure of a Proposal to provide information in sufficient detail and depth to permit evaluation against the identified criteria may render a Proposal non-responsive. **All Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully demonstrated in the Proposal (i.e., dates, number of years and months of experience).**
- 1.6 The Bidders acknowledge and agree that Canada is not responsible to search for, and therefore evaluate, information that is not properly referenced or is not otherwise provided in accordance with the Proposal Preparation Instructions in Part 2, Article 3.0.
- 1.7 Bidders shall not place any conditions or make any assumptions that attempt to limit or otherwise modify the scope of Work pursuant to the Statement of Work (Appendix B).

2.0 MANDATORY REQUIREMENTS

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.



Mandatory requirement #1 – WHMIS training

The Bidder must provide proof that all their personnel affected to this Contract have been trained in the proper handling of chemicals, proper cleaning procedures and the proper use and maintenance of any cleaning equipment in use in accordance with WHMIS procedures and regulations and manufacturer specifications.

Mandatory requirement #2 – Site Visit

Attend the Mandatory Site Visit in accordance with Part 1 – Bidder Instructions, Section 10.

Mandatory requirement #3 – Hours of cleaning

AAFC requires at least thirty (30) hours of cleaning service per 24 hour period between Monday and Friday. The bidder's Financial Proposal must reflect this requirement by indicating a total of at least 600 hours in every column "B" of Appendix C (financial proposal).

3.0 POINT RATED REQUIREMENTS

Points will be awarded based on the degree to which the information/material demonstrates the Bidder's capability to perform and successfully carry-out the requirement described in this Request for Proposal.

It is suggested that these criteria be addressed in sufficient depth in the proposal. Items not addressed will be given a score of zero. Proposals will be evaluated solely on their content. Information referred to, but not provided as a paper copy (such as information on an Internet website) will not be evaluated as it could be changed after the closing date.

A minimum of 70 % per criteria is requested to be compliant with the proposal.

Pont Rated Requirement No. 1

Site Manager Experience (100 points max. / 70 points minimum)

The proposed site manager should have relevant experience in similar types of janitorial operations.

To demonstrate this experience, the proponent is to provide details of one (1) similar contract currently or previously managed by the proponent's firm within the last 5 years as follows:

1. Name and location of organization for whom work was done;
(maximum 5 POINTS)
2. Type of operating environment, i.e. factory, office, care/medical facility etc.;



(maximum 25 POINTS)

3. Number of employees under site manager responsibility;
(maximum 25 POINTS)
4. Type(s) and extent of service provided;
(maximum 25 POINTS)
5. Square footage of area for which service is / was provided;
(maximum 15 POINTS)
6. Name and phone number of Client's Contract Manager.
(maximum 5 POINTS)

Pont Rated Requirement No. 2

Evening working supervisor Experience (100 points max. / 70 points minimum)

The proposed evening working supervisor should have relevant experience in similar types of janitorial operations.

To demonstrate this experience, the proponent is to provide details of one (1) similar contract currently or previously managed by the proponent's firm within the last 5 years as follows:

1. Name and location of organization for whom work was done;
(maximum 5 POINTS)
2. Type of operating environment, i.e. factory, office, care/medical facility etc.;
(maximum 25 POINTS)
3. Number of employees under evening working supervisor responsibility;
(maximum 25 POINTS)
4. Type(s) and extent of service provided;
(maximum 25 POINTS)
5. Square footage of area for which service is / was provided;
(maximum 15 POINTS)
6. Name and phone number of Client's Contract Manager.
(maximum 5 POINTS)

Pont Rated Requirement No. 3

Quality Control system (100 points max. / 70 points minimum)

The bidder should have a suitable quality control system in place.



To demonstrate this, the proponent is to provide details on the following:

1. Inspection, reporting and follow up procedures;
(maximum 30 POINTS)
2. Forms used for quality control;
(maximum 15 POINTS)
3. Complaints/Service Calls management system;
(maximum 30 POINTS)
4. How absenteeism is covered.
(maximum 25 POINTS)

4.0 FINANCIAL PROPOSAL

- 4.1 The Bidder must complete and sign Appendix F Financial Proposal. **The rates submitted in the offer shall be in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian custom duties and excise taxes included.**

5.0 BEST VALUE SELECTION PROCESS

The rating of each proposal will be made in accordance with a “Best Value Selection” process as described below,

60 % will be allocated to the financial bid and 40 % to the technical bid.

The proposals that score the highest total number of rating points (technical and financial) will be recommended for the award of a contract.

An **example** is as follows:

- a. Technical = worth 70% of overall score
Pass Mark = 70% for each criterion
- b. Financial = worth 30 %of overall score

At Selection Stage, the proposal with the highest technical score (assuming higher than pass mark) receives a full 70 %. All lower scoring proposals that passed are then prorated accordingly.

In similar fashion, the lowest priced proposal for the financial portion that achieved a pass mark receives a full 30 % for the first price component. All higher priced proposals are again prorated.



The total of all two components are then added to provide the overall score; the proposal with the highest overall score will be awarded a contract.

EXAMPLE: Assuming these four (4) bids met the Mandatory Criteria and where point rated against their Technical content. All were above 70 % for each criterion.

	<u>BID #1</u>	<u>BID #2</u>	<u>BID #3</u>	<u>BID #4</u>
Tech. score =	64 points	62 points	57 points	56 points
Price =	\$23,750	\$17,000	\$19,250	\$14,750

Calculations:

Bid 1

Full marks for best technical				=	70 %
Price	$\frac{14,750}{23,750}$	X	30 %	=	18.63 %
TOTAL 88.63 %					

Bid 2

Technical	$\frac{62}{64}$	X	70 %	=	67.81 %
Price	$\frac{\$14,750}{\$17,000}$	X	30 %	=	26.03 %
TOTAL 93.84 %					

Bid 3

Technical	$\frac{57}{64}$	X	70 %	=	62.34 %
Price	$\frac{\$14,750}{\$19,250}$	X	30 %	=	22.99 %
TOTAL 85.33 %					

Bid 4

Technical	$\frac{56}{64}$	X	70 %	=	61.25 %
Price 1	Full marks for lowest price			=	30 %
TOTAL 91.25 %					

The winner with the highest combined score would be Bid #2
