

# Evaluation Grid

## *Consulting Services for Statement of Work and Evaluation Criteria Writing*

Name of Company: \_\_\_\_\_

### MANDATORY CRITERIA

	Were Mandatory Requirements met?	
	Cross-reference Page Number if YES	
	Yes	No
<p><b>For each resource proposed in a bid submission, the Contractor must demonstrate (via CV/resume or individual biography) the following:</b></p> <p><b>1. The proposed consultant must demonstrate at least three (3) years of related work experience as a “Statement of Work and Evaluation Criteria Writer”, within the last five (5) years.</b></p> <p><b>2. a) Must provide three (3) examples of specific Writing (or assistance in writing) of a Statement of Work and Evaluation Criteria within the Federal Government of Canada, within the last two (2) calendar years (completion date no further back than March 31, 2015).</b></p> <p><b>b) Must provide a verifiable reference for each example provided, to include:</b></p> <ul style="list-style-type: none"> <li>▪ First and Last Name of Reference contact</li> <li>▪ Phone Number</li> <li>▪ E-mail address</li> </ul>	<input type="checkbox"/> Page #  <input type="checkbox"/> Page #  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Page #	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>
<p><b>3. The proposed firm / consultant must be willing to travel to Winnipeg, Manitoba (in the event that direct contact is required in order to facilitate the work under a specific Task Authorization).</b></p> <p style="padding-left: 40px;">Potential vendors must indicate their general availability and willingness to travel to Winnipeg; this is not estimated to occur more than once a year.</p>	<input type="checkbox"/> Page #	<input type="checkbox"/>
<p><b>4. The proposed firm / consultant must hold a current and valid “Reliability” security clearance from the Canadian Industrial Security Directorate (CISD).</b></p> <p style="padding-left: 40px;">Bidders must provide a copy of a current CISD clearance certificate for <u>each</u> proposed resource, <i>or</i> the entire clearance number, accompanied by full name (First, Middle and Last) and date of birth for verification of validity.</p>	<input type="checkbox"/> Page #	<input type="checkbox"/>
<p><b>5. The proposed firm / consultant must be proficient in English.</b></p> <p style="padding-left: 40px;">Potential vendors must confirm their proficiency in English for both oral and written communications.</p>	<input type="checkbox"/> Page #	<input type="checkbox"/>

**Rated Criteria and Reference Checks - 100 Points Maximum  
(Minimum Pass mark is 70%)**

<b>Criteria</b>	<b>Cross-Reference the page number in the proposal – must be <u>clearly</u> demonstrated</b>			
<p><b>Individual Resource Experience</b></p> <p><b>MAX 10 POINTS</b></p> <p>*For multiple resources, calculation will average the amount of experience between resources – as long as the minimum has been met for <u>each individual</u>*</p> <p>Number of years providing Statement of Work and Evaluation Criteria Writing Services within the Federal Government of Canada</p>	<p><b>3 - 5 years</b> (3 points)</p>	<p><b>5 - 7 years</b> (5 points)</p>	<p><b>8 - 10 years</b> (7 points)</p>	<p><b>More than 10 years</b> (10 points)</p>
<p><b>Proficiency in English</b></p> <p><b>MAX 30 POINTS</b></p> <p>The vendor’s overall submission will be assessed to determine level of proficiency in written communication.</p> <p><b>*MINIMUM NON-COMPENSATORY PASS MARK OF 15/30 REQUIRED</b></p>	<p><b>Basic</b></p> <p>Correct grammar and punctuation</p> <p>(5 points)</p>	<p><b>Proficient</b></p> <p>+ Concise; good sentence and paragraph structure.</p> <p>(10 points)</p>	<p><b>Advanced</b></p> <p>+ Comprehensive. Key points summarized. Appropriate tone and Terminology.</p> <p>(20 points)</p>	<p><b>Expert</b></p> <p>+ Style &amp; Format match the purpose and audience. Translates technical information for a lay audience. Able to write strategically from a broad perspective.</p> <p>(30 points)</p>
<p align="center"><b>/40</b></p>				

<p><b>Contractor's References</b></p> <p><b>MAX 60 POINTS</b></p> <p>Did you find that (company name) was able to understand your goal, and re-articulate the concepts and ideas put forward by your project authority?</p> <p>How good were they? Feel free to add relevant feedback.</p>	<p>Took several explanations before consultant really understood the goal</p> <p>(10 points)</p>	<p>Able to immediately grasp the concept and identify the goal with some additional well-thought out questions.</p> <p>(15 points)</p>	<p>Able to grasp the concept immediately, consultant articulated what had not yet been solidified in terms of objectives and expected results.</p> <p>(20 points)</p>
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## FEE PROPOSAL

- Potential vendors must provide the **daily rate for each resource**. Please identify which tax(s) will be applicable based on location of work (GST/HST, QST) at which effort towards the work within this engagement would be invoiced. Work may be pro-rated based on this daily rate, when invoicing is to be broken down by hours of work. The fee proposal must be provided in a **separate, sealed envelope**.