

Annex E – Evaluation Criteria

MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION OFFERORS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

<u>The Offer must:</u>		PAGE No	RESERVED FOR EVALUATION		
			MET	NOT MET	COMMENTS
1	Demonstrate that their firm/organization have at least one (1) year of experience within the last five (5) years in project(s) involving counselling and/or intervention services with at-risk clients in an organization that delivers services to persons who have been referred to them by a professional or federal or provincial department.				
2	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in assessing human behaviour.				
3	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in intervening with individuals and/or providing individual or group interventions aimed at changing human behaviour with various clientele, such as individuals who had: mental illness, been involved in the criminal justice system, been homeless, financial or personal problems which interfered or prevented them from functioning at work.				
4	Demonstrate that the proposed Facilitator(s) is a graduate from a recognized university in a field that focuses on understanding and assessing human behaviour (such as a BA in the area of Psychology, Sociology, Social Work, Criminology or Education); - OR - Demonstrate that the proposed Facilitator(s) has a secondary school diploma and experience in understanding and assessing human behaviour.				
5	Include complete résumés for each proposed facilitator(s)				

Evaluation Criteria

1. When citing past projects as examples, details should be including such as:
 - Project descriptions and overview of deliverables;
 - Types of population. (e.g. gender, culture/language, ageing populations, disabled, low functioning, varying treatment needs....);
 - Type of group and number of participants per group;
 - Start and end time (month / year) of the project and specify actual time period (months, years) (if applicable) spent on the project, and/or number of hours providing the services;
 - Role and responsibilities of your company and/or facilitator(s) within the project, including a description of the services provided to the client and type of deliverables; and
 - Identify the client organization (provide references). Include the client contact name for which the work was directly performed, as well as contact information.
2. Personnel résumés used within the context of the proposal should provide details regarding the qualifications, relevant experience, and expertise of the proposed facilitator(s), including a summary/description of their past projects.
3. Note that contact information for any reference cited should include contact name, title and current telephone number. The evaluation team reserves the right to contact any reference provided.
4. A copy of the educational degree(s) for the proposed facilitator(s) should be included with the proposal.

POINT RATED REQUIREMENTS:

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. The proposal must obtain 60% of the maximum overall score of 125 points in order to be deemed responsive.

ATTENTION OFFERORS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

		RESERVED FOR EVALUATION		
		Page No.	Score	Comments
1,	Understanding Total maximum score for this section: 50 points			
	<p>1.1 Demonstrated understanding</p> <p>Proposals will be rated based on</p> <p>Demonstrated understanding of correctional programs and assess client's progress in relation to the objectives of the correctional plan; manage, support and motivate clients in individual and/or group settings; report on the impact of the program as it relates to the management of the client's risk; work in cooperation with the Correctional Service Canada (CSC) case management team to identify the client's needs and contribute to program planning; able to communicate effectively orally and in writing. (20 Points)</p> <p>Demonstrated understanding of the process of change and techniques to deal with resistant clients: (15 Points)</p> <p>Demonstrated understanding of correctional program standards (15 Points)</p> <p>Maximum 50 points</p>			
2.	Facilitator(s) Experience : Total maximum score for this section: 50 points			
	<p>2.1 The proposed facilitator(s) will be assessed for each degree level obtained.</p> <p>Proposals will be rated based on the demonstrated education of the proposed facilitator(s) e.g. Bachelor, Master, PHD (over an above the mandatory requirement number 4.</p> <p>10 Points: 1st degree obtained 4 Points: for each additional degree obtained</p> <p>Maximum 18 points</p>			

	<p>2.2 The proposed facilitator(s), will be assessed for experience in providing individual or group intervention with socially disadvantaged persons. (i.e. offender populations, domestic violence, substance abuse counseling, etc)</p> <p>Proposals will be rated based on a minimum of six months of providing interventions or group intervention.</p> <p>8 Points: for the first six months of experience 4 Points: for each additional 6 months of experience</p> <ul style="list-style-type: none"> • Maximum 20 points 			
	<p>2.3 The proposed facilitator(s) will be assessed based on the experience in providing group (four or more participants) intervention with different populations (e.g. by gender, by culture/language, ageing populations, disabled, low functioning, varying treatment needs).</p> <ul style="list-style-type: none"> • Proposals will be rated based on the number of type of populations worked with. <p>4 Points: for each type of group the facilitator has worked with.</p> <p>Maximum 12 points</p>			
3.	<p>Offeror's firm/organization experience.</p> <p>Total maximum score for this section: 25 points</p>			
	<p>3.1 The Offeror's firm/organization will be assessed based on the number of years and projects completed involving counseling and/or intervention services.</p> <p>5 Points for each full year the firm or organization has provided counseling and/or intervention services</p> <p>Maximum 25 points</p>			