

ATTACHMENT 1 TO ANNEX A EVALUATION CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bidders are advised that only listing information without providing any supporting data to describe responsibilities and relevance to the requirements, or reusing the same wording as the Request for Proposal (RFP), will not be considered "demonstrated" for the purposes of this evaluation.

Bids that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal non-responsive. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each investigation summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of investigation (number of months). Unless otherwise stated, the month(s) of experience listed for an investigation whose timeframe overlaps that of another referenced investigation will only be counted once. For example: Investigation 1 timeframe is July 2001 to December 2001; Investigation 2 timeframe is October 2001 to January 2002; the total months of experience for these two investigation references are seven (7) months.

The specific information that demonstrates the requested criteria should be included in the grid. The reference to the page and investigation number should also be provided so that the evaluator can verify this information.

The Mandatory Criteria and the templates for responding to these requirements are located below. In responding to each respective Mandatory Criterion, the Bidder must demonstrate that the firm is capable of delivering the services as described in Annex A – Statement of Work.

When a maximum number of investigations or pages are indicated, only the number indicated will be scored if the Bidder provides more than requested. Investigations will be scored in the order in which they appear in the proposal.

Bidders' proposals will be evaluated according to the following evaluation criteria:

Mandatory Criteria	Compliant (Yes/No)	Cross-Reference to Proposal
<p>M1 – Security Clearance – Resources The Bidder's proposed resource must possess a valid security level clearance at the level of Enhanced Reliability.</p> <p>Clearance must be in place at time of contract award.</p> <p>Proof of clearance must be supplied by providing the security level, file number and expiration date.</p>		
<p>M2 – The financial and technical proposals <u>must be</u> submitted as separate e-mails or packages. No financial information may appear in the technical proposal.</p>		
<p>M3 – The Bidder's proposal, to be considered, must receive a minimum overall rating of 70%.</p>		
<p>M4 – Acceptance of “Statement of Consequences” – Any contact made during the RFP process, with anyone other than the Contracting Officer, will be deemed “non-compliant”.</p>		
<p>M5 – The Bidder and the proposed resource must be free of any conflict of interest (to be determined before contract award).</p>		
<p>M6 – Certification – The Bidder must complete, sign and return the certification forms as required in this RFP.</p>		
<p>M7 – The Bidder's proposed resource must have successful completion of high school, or a post-secondary diploma/degree from an institution recognized by Canada.</p> <p>The Bidder must include a copy of the education with their bid.</p>		

Mandatory Criteria	Compliant (Yes/No)	Cross-Reference to Proposal
<p>M8 – The Bidder must provide a detailed CV of the proposed resource.</p> <p>The Bidder must include, as a minimum, in the CV:</p> <ul style="list-style-type: none"> ✓ Name of the proposed resource; ✓ Education credentials, including certifications and trainings; ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Description of the investigation; ✓ Title of the resource; and ✓ Description and details of role and tasks performed by the resource. 		
<p>M9 – The Bidder must demonstrate that the proposed resource has nine (9) years of experience within the last fifteen (15) years of bid closing date, managing and conducting major police case investigations or internal investigations.</p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <ul style="list-style-type: none"> ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Description of the investigation; ✓ Title of the resource; and ✓ Description and details of role and tasks performed by the resource. 		

Mandatory Criteria	Compliant (Yes/No)	Cross-Reference to Proposal
<p>M10 – The Bidder must demonstrate that the proposed resource has a minimum of three (3) years of experience within the past five (5) years of bid closing date, compiling, reviewing, analyzing and synthesizing information from interviews, police reports, evidence, etc., and writing detailed and accurate investigative reports with findings.</p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <ul style="list-style-type: none"> ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Description of the investigation; ✓ Title of the resource; and ✓ Description and details of role and tasks performed by the resource. 		
<p>M11 – The Bidder must provide two (2) distinct investigation references for the proposed resource from previous client(s) or employer(s), within the past five (5) years of bid closing date that can confirm the proposed resource’s experience and ability to deliver the investigation on time, within budget and in accordance with current investigation standards, techniques and practices.</p> <p>References must include:</p> <ul style="list-style-type: none"> ✓ Name and title of Project Authority (Project Authority must be an employee of the Organization/Department); ✓ Organization/Department; and ✓ Current contact information of the Project Authority including phone number and email address. 		
<p>M12 – The Bidder’s proposed resource must be able to provide services in the following official languages:</p> <p>Fluent in English (reading, writing and verbal).</p>		

PROPOSALS NOT MEETING ANY OR ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE GIVEN ANY FURTHER CONSIDERATIONS.

To qualify for the rating process, proposals **MUST** respond to the following rated requirements **IN THE ORDER SHOWN**.

The total maximum mark for the rated requirements is 100 points. To be considered responsive, Bidders must achieve a minimum pass mark of seventy (70%) percent or a minimum of 70 points. Only bids that obtain the minimum pass mark will be considered responsive.

Each point-rated technical criterion should be addressed separately. Bidders are required to utilize the unique number identified with each rated requirement and the associated title in responding to the rated requirements.

The Bidder must provide sufficient detail to clearly demonstrate how they meet each rated requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Bidders’ responses to certain rated requirements identified below will be evaluated and scored in accordance with the following evaluation ruler and associated depth factors.

EVALUATION RULER

The table below indicates how the percentage of the available points will be awarded for each response to rated requirements R1 and R2.

EVALUATION RULER	
Points Award	Response Completeness Criteria
0% of available points	Information provided i. Demonstrates minimal understanding of the rated criteria. Bidder receives 0% of the available points for this element.
50% of available points	Information provided i. Demonstrates partial understanding of most but not all elements of the rated criteria; and ii. Some of the depth factors addressed to some degree, but have weaknesses in how they would be applied. Bidder receives 50% of the available points for this element.
70% of available points	Information provided i. Demonstrates good understanding of the rated criteria; and ii. Most of the depth factors addressed to some degree, but have issues on how they would be applied. Bidder receives 70% of the available points for this element.
100% of available points	Information provided i. Clearly demonstrates an exceptional understanding of the elements of the rated criteria; and ii. All of the depth factors are address extremely well and applied in a very logical manner. Bidder receives 100% of the available points for this element.

DEPTH FACTORS

- ✓ Align with requirement, tasks and deliverables in Annex A – Statement of Work;
- ✓ Nature and complexity covered by the investigation/case supports experience;
- ✓ Scope and range of Investigation Services provided by the named resource, including methodologies and techniques employed, are consistent with CRCC's requirements; and
- ✓ Relevance and similarity of the extent of the resource's involvement in the investigation/case, together with the investigation outcome and results are relative to the CRCC's desired individual involvement, investigation outcome, and results.

Rated Criteria	Available points	Cross-Reference to proposed resource resume
<p>R1 – The Bidder should demonstrate that the proposed resource has knowledge in the following as they relate to the CRCC and the Statement of Work:</p> <ul style="list-style-type: none"> ✓ Legislation and policies that govern the CRCC; ✓ Current methods, techniques and practices of policing operations and policies; ✓ Law enforcement and accountability issues in Canada; ✓ <i>Criminal Code</i> and <i>Canadian Charter of Rights and Freedoms</i>; ✓ RCMP Act, including Parts VI and VII; and ✓ Tenets of administrative law, including procedural fairness. <p>Criterion will be evaluated using the evaluation ruler and depth factors presented above.</p>	<p>Maximum points = 3</p> <p>Each item = 0.5 points maximum</p>	
<p>R2 – The Bidder should demonstrate that the proposed resource has experience managing and conducting two investigations within the past five (5) years of bid closing date, as related to the Statement of Work.</p> <p>For each investigation, the Bidder should provide the following:</p> <ul style="list-style-type: none"> ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Description of the investigation; <ul style="list-style-type: none"> ○ Scope and magnitude ○ Territory covered ○ Travel required ✓ Title of the resource; ✓ Responsibility and tasks of the resource; ✓ Investigation plan; ✓ Scheduling; ✓ Details of interviews; <ul style="list-style-type: none"> ○ Number of interviews conducted ○ Witness or suspect ○ In person or by telephone ○ Regions and locations ○ Methods use 	<p>Maximum points = 20</p> <p>Each investigation = 10 points maximum</p>	

Rated Criteria	Available points	Cross-Reference to proposed resource resume
<ul style="list-style-type: none"> ✓ Sensitivity of the case; ✓ Complex issues; ✓ Application of recent <i>Criminal Code</i>, statutes and legislation; ✓ Work produced/Deliverables; and ✓ Outcomes of the investigation. <p>Criterion will be evaluated using the evaluation ruler and depth factors presented above.</p>		
<p>R3 – The Bidder should provide copies of two investigative reports written by the proposed resource within the past five (5) years of bid closing date.</p> <p>Each of the investigative reports will be evaluated on the following:</p> <p>Relevance</p> <ul style="list-style-type: none"> ○ The report provided addresses an issue that is relevant and similar in scope and magnitude to the investigation services required in the Statement of Work. 5 points ○ The report provided addresses an issue that is relevant to the investigation services required in the Statement of Work Statement of Work but is not relevant in scope and magnitude. 2.5 points ○ The report provided does not address a subject that is relevant to the investigation services required in the Statement of Work. 0 point <p>Style</p> <ul style="list-style-type: none"> ○ The report expresses, articulates and presents ideas and sentences concisely with writing style, languages and concepts for the intended audience. Topics can be well understood, with a logical flow of ideas where the conclusion and findings follow rationally from the premise. 5 points ○ The report has issues in expression, articulation and presentation of ideas and sentences and/or with writing style, languages and concepts for the intended audience. Topics can be understood, with a logical flow 	<p>Maximum points = 50</p> <p>Each report = 25 points maximum</p>	

Rated Criteria	Available points	Cross-Reference to proposed resource resume
<p>of ideas where the conclusion and findings follow from the premise but have issues with clarity, logic or presentation of ideas. 2.5 points</p> <ul style="list-style-type: none"> ○ The report does not express, articulate and present ideas and sentences concisely and/or use writing style, languages and concepts for the intended audience. Topics are not well understood and there is not a logical flow of ideas where the conclusion and findings follow rationally from the premise. 0 point <p>Organization</p> <ul style="list-style-type: none"> ○ The report organizes sentences, paragraphs and information effectively and can be easily followed and understood. 5 points ○ The report has issues with the organization of sentences, paragraphs and information, which impacts the effectiveness of the report. 2.5 points ○ The report does not organize sentences, paragraphs and information effectively and cannot be easily followed and understood. 0 point <p>Format</p> <ul style="list-style-type: none"> ○ The report is structured and presented in an investigative format similar to the structure outlined in the Statement of Work. 5 points ○ The report is structured and presented in an investigative format similar to the structure outlined in the Statement of Work with some deviations. 2.5 points ○ The report is not structured and presented in an investigative format similar to the structure outlined in the Statement of Work. 0 point <p>Grammar and Language</p> <ul style="list-style-type: none"> ○ The report is free of spelling, punctuation sentence structure, and grammar errors. 5 points <p>1 point deduction will be made for each error.</p>		

Rated Criteria	Available points	Cross-Reference to proposed resource resume
<p>R4 – The Bidder should demonstrate that the proposed resource has interviewing experience in support of criminal or administrative investigations with two investigations within the past five (5) years from bid closing date.</p> <p>For each investigation, the Bidder should provide the following:</p> <ul style="list-style-type: none"> ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Title of the proposed resource; ✓ Tasks performed by the resource; ✓ Description of the investigation, including; <ul style="list-style-type: none"> ○ Nature of the investigation; ○ Number of interviews conducted for the investigation (including in person and by telephone); ○ Interviewing of witnesses or suspects; ○ If interviews were of a discreet nature; and ○ Sensitivity, tact and diplomacy that were required by the Investigator. <p>*Note – investigations that overlap will be counted.</p>	<p>Maximum points = 10</p> <p>Up to 5 points for each investigation</p> <p>>25 interviews for the investigation = 2 points</p> <p>25 to < 50 interviews for the investigation = 3 points</p> <p>50 to <100 interviews for the investigation = 4 points for the investigation</p> <p>100+ interviews for the investigation = 5 points</p>	
<p>R5 – The Bidder should demonstrate that the proposed resource has a minimum of nine (9) years of experience within the past twenty (20) years of bid closing date, providing investigative services in General Investigative Services.</p> <p>For each investigation, the Bidder should provide the following:</p> <ul style="list-style-type: none"> ✓ Organization name for which the investigation work was performed; ✓ Duration of work, including month and year of start and end dates; ✓ Title of the resource; ✓ Description of the investigation; ✓ Description and details of role and tasks performed by the resource; and ✓ Outcomes and results of the investigation. 	<p>Maximum points = 17</p> <p>9 years to 15 years = 10 points</p> <p>>15 years to <20 years = 15 points</p> <p>20 years = 17 points</p>	
<p>Minimum required points 70 out of 100 Points</p>	<p>100 points</p>	<p>Score:</p>

