Evaluation Criteria and Basis of Selection

RFP: *Consulting Services for GMP Biologic Manufacturing Centre*

Bid Evaluation Process: The proposal will be evaluated and scored in accordance with the specific criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Basis of Selection: Highest combined technical score (70%) and price (30%) with a minimum consensus score of 70%.

To be declared responsive, a bid must:

(a) comply and conform with all the requirements of the bid solicitation.
(b) meet the mandatory evaluation criteria;
(c) obtain the required minimum consensus score of 70% of the points for the technical evaluation criteria (*Rated Requirements*);

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The responsive bid(s) with the highest combined technical score (70%) and price (30%) according to the evaluation process as described above will be recommended for award of a contract (s).

NRC may accept minor non-compliances at its sole discretion. Minor non-compliances may be defined according to NRC's own interpretation only.

Mandatory Requirements

Proposals must address the mandatory requirement described below. This will be evaluated as either "Yes" or "No". Failure by bidders to meet the mandatory requirement will render the bidder's proposal non-responsive and it will not be considered further.

Proposals should clearly identify the firm's ability to meet the mandatory requirement (e.g., provide relevant proposal page numbers against the mandatory requirement). NRC reserves the right to seek further validation of any mandatory compliances.

Table 1: Mandatory Requirements

Mandatory Requirements		
Requirement	Mandatory Criteria	Yes/No
M-1 GMP experience in drafting URS for ERP/LIMS/CMMS/MES	A sound experience in User Requirement Specifications (URS) drafting of ERP/LIMS/CMMS/MES used in a GMP compliant industry and the applicable ISO/TEC/IEEE 15288 standards related to the ''stakeholder needs and requirements definition process	
M-2 Experience with RFPs applied to ERP/LIMS/CMMS/MES platforms	a proven experience in selection and recommendation process applied to ERP/LIMS/CMMS/MES platforms used in a GMP compliant industry	
M-3 Work Language	The ability to offer bilingual (French/English) services to the stakeholders involved at all levels of the implementation of the Scope of Work of this mandate. The Project Manager must have an advanced ability in both languages.	

	https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/clients/competences-proficiency-eng.html	

Rated Requirements

Bidders must receive a minimum consensus score of 70 points in the Rated Requirements to be considered responsive and considered further.

Table 2: Rated Requirements

Rated Requirements			
Requirement	Evaluation Criteria	Maximum Score	Bidder to Reference Section / Page in Proposal
R1. Experience applied to the assessment of the client needs, the URS drafting, selection, recommendation process and supply of RP/LIMS/CMMS/MES platforms	Bidders must describe the extent of experience applied to the assessment of the client needs, URS drafting, selection and supply with regards to ERP/LIMS/CMMS/MES platforms. **None to very limited - 0 to 2** **Limited – 3 to 5** **Good - 6 to 7** **Excellent - 8-10** **(10 pts)**	**10 points**	
R2. Track record of expertise deployed in support to the integration, automation and operationalization of ERP/LIMS/CMMS/MES platforms in GMP compliant manufacturing facilities.	Bidder must demonstrate the extent to which in the last 5 years, they have successfully completed mandates on integration, automation and operationalization of ERP/LIMS/CMMS/MES platforms in GMP compliant manufacturing facilities. Extent of experience: **None to very limited - 0 to 2** **Limited – 3 to 5** **Good - 6 to 7** **Excellent - 8-10** **(10 pts)**	**10 points**	

R3. Qualifications and experience of key staff	Bidder must demonstrate that key staff to be assigned to the contract have provided successful consultation services in the GMP compliant biomanufacturing sector. (10 points). In addition, CVs of each proposed staff must be provided. Extent of experience: **None : 0** **Minimal : 1 to 5 points** **Advanced: 6 to 10 points** The Bidder must also clearly demonstrate the ability of key staff to provide all communication written and oral in both official languages (English and French). (5 points) Level of bilingualism: **None : 0** **Minimal: 1-2 points** **Advanced: 3 to 5 points**	**15 points**	
R4. Approach & methodology	Bidders must describe their approach and methodology to filling assessment, URS, RFP and supply, selection, recommendation, integration and operationalization services requested under section. **Limited information: 0 to 5 points** **Broad or general information: 6 to 10 points** **Detailed information that clearly and succinctly explains the approach: 11-20 points** **(20 pts)**	**20 points**	

R5. Proposed timeline	Bidders must provide average time to complete each service request under the SoW Appendix A - section 2.0 Deliverables as well as timelines for all associated activities. **Poor – 0 to 2** **Fair – 3 to 5** **Average – 6 to 7** **Very Good – 7 to 8** **Excellent – 9 to 10** **(15 pts)**	**15 points**	
Total		**100 points**	