

**SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

- SRE 1 General Information
- SRE 2 Proposal Requirements
- SRE 3 Submission Requirements and Evaluation
- SRE 4 Price of Services
- SRE 5 Total Score
- SRE 6 Submission Requirements - Checklist

## SUBMISSION REQUIREMENTS AND EVALUATION

### SRE 1 GENERAL INFORMATION

#### 1.1 Submission of Proposals

The Bidder is responsible for meeting all submission requirements. Please follow detailed instructions in "Submission of Proposals", General Instructions to Bidders (GI05).

#### 1.2 Calculation of Total Score

For this Standing Offer the Total Score will be established as follows:

Technical Rating x 80%	=	Technical Score (Points)
<u>Price Rating x 20%</u>	=	<u>Price Score (Points)</u>
Total Score		Max. 100 Points

### SRE 2 PROPOSAL REQUIREMENTS

#### 2.1 Requirement for Proposal Format

The following proposal format information should be implemented when preparing the proposal.

1. Submit one (1) bound original
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
8. The order of the proposals should follow the order of the Request for Standing Offer SRE 3 section.

#### 2.2 Specific Requirements for Proposal Format

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is twenty (20) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Declaration/Certifications Form (Appendix A)
- Code of Conduct Certifications
- Front page of the Request for Standing Offer document
- Front page of revision(s) to the Request for Standing Offer document
- Price Proposal Form (Appendix B)

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PWGSC Evaluation Board members for evaluation.***

### SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

#### 3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

### **3.1.1 Declaration/Certifications Form**

Bidders must complete, sign and submit the following:

- A. Appendix A, Declaration / Certifications Form as required.

### **3.1.2 Licensing, Certification or Authorization**

The Bidder shall be authorized to provide electrical services and must include certification or equivalent trade certification, required in the province of British Columbia.

The Contractor shall be licensed by the BC Safety Authority (BCSA) as an Electrical Contractor.

The Contractor shall employ at least one Class A Electrical Field Safety Representative (FSR) certified by BCSA.

The Contractor shall employ at least two Certified Construction Electricians.

Provide evidence of the above licence and certification or how you intend to meet the requirements.

**Photocopies of the license(s) and certification(s) must be included with the technical proposal.**

### **3.1.3 Integrity Provisions – Associated Information**

Bidders who are incorporated, including those submitting proposals as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders submitting proposals as sole proprietorship, including those submitting proposals as a joint venture, must provide the name of the owner. Bidders submitting proposals as societies do not need to provide lists of names. If the required names have not been received by the time the evaluation of proposals is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the proposal non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

## **3.2 RATED REQUIREMENTS**

Proposals meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the proposal writing including conciseness and completeness of the response is emphasised.

### **3.2.1 Comprehension of the Scope of Services**

1. *What we are looking for:*  
A demonstration of the understanding of the overall requirements for services, including expected approaches, technical expectations, and coordination requirements, especially in delivering government projects.  
  
A Contractor who can provide all required services and accommodate a number of projects at one time.
2. *What the Bidder should provide:*
  - a) scope of services - detailed list of services;

- b) employees – maximum number of workers that can be assigned to this SOA at one time;
- c) capacity – the maximum number of projects that can be accommodated for projects in the SOA at one time;

### 3.2.2 Team Approach / Management of Services

1. *What we are looking for:*
  - a) An experienced, qualified contractor capable of providing all required services.
  - b) A contractor who can provide useful input into project approach and construction issues, as work will be conducted in a collaborative manner.
  - c) A contractor with experience as a General Contractor.
2. *What the Bidder should provide:*
  - a) Roles and responsibilities of key personnel;
  - b) Quality control methods;
  - c) Demonstration of collaborative approach to construction implementation with emphasis on initiative and issue resolution.

### 3.2.3 Past Experience

1. *What we are looking for:*

Demonstration that over at least the past five (5) years, the Bidder has participated in a range of projects requiring a full scope of services in accordance with the Required Services (RS) section. The Bidder's participation in these projects should have involved the scope of services listed in the Required Services (RS) section.
2. *What the Bidder should provide:*
  - a) A brief description of a maximum of ten (10) significant projects completed over the last five (5) years by the Bidder;
  - b) For the above projects, include the names of senior and intermediate personnel who were involved their respective responsibilities, as well as the scope, and budget;
  - c) Indicate the dates the services were provided for the listed projects;
  - d) Client references - name, address, and phone of client contact at working level. Reference checks may be completed if deemed necessary.
3. The Bidder (as defined in General Instructions GI 20) must possess the knowledge on the above projects. Past project experience from entities other than the Bidder will not be considered in the evaluation unless these entities form part of a joint venture Bidder.
4. Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### 3.2.4 Senior Personnel Expertise and Experience

1. *What we are looking for:*

A demonstration that the Bidder has senior personnel in-house with the capability, capacity and expertise in each area listed in the Required Services (RS) section.
2. *What the Bidder should provide: (approximately two (2) pages per senior personnel)*
  - a) Submit a maximum of two (2) c.v.'s of senior personnel. Each curriculum vitae should clearly indicate the years of experience the senior personnel has in the provision of the services specified in the Required Services (RS) section; and

- b) Identify the personnel's years of experience, the number of years with the firm; and
  - c) Training and certifications; and
  - d) Examples of relevant experience.
3. In-house personnel means personnel within the Bidder's organization (see definition of Bidder in General Instructions GI 20). Past expertise and experience of personnel not within the Bidder's (or joint venture Bidder's) organization will not be considered in the evaluation.

### 3.2.5 Intermediate Personnel Expertise and Experience

1. *What we are looking for:*  
A demonstration that the Bidder has personnel in-house with the capability, capacity and expertise to provide the required services and deliverables listed in the Required Services (RS) section.
2. *What the Bidder should provide:*
  - a) Submit a maximum of two (2) c.v.'s of intermediate personnel which will perform the majority of the work resulting from the individual Call-ups. Each curriculum vitae should clearly indicate the years of experience in the provision of the services specified in the Required Services (RS) section;
  - b) Identify the personnel's number of years with the firm;
  - c) Training and certifications;
  - d) Examples of relevant experience.
3. In-house personnel means personnel within the Bidder's organization (see definition of Bidder in General Instructions GI 20). Past expertise and experience of personnel not within the Bidder's (or joint venture Bidder's) organization will not be considered in the evaluation.

### 3.2.6 Examples of Collaborative and Creative Resolution of Construction Issues

1. *What we are looking for:*
  - a) Collaborative and creative approaches to problem solving.
  - b) Proactive analysis of problems and sound, technical solutions to design errors, unforeseen conditions or other construction issues.
  - c) Knowledge of subject matter including technical and code aspects.
2. *What the Bidder should provide:*
  - a) Two (2) projects within the last five (5) years in which the Bidder played an active role in solving a difficult construction issue.
  - b) A description of the issue.
  - c) Bidder's analysis of issue and proposed solution that was accepted.
  - d) A description of who was involved in developing the solution.
  - e) Cost of schedule savings resulting from implementation of Bidders' proposed solution. Calculation of a fee for the provision of these services is not required.

### 3.2.7 Examples of a “Design-Build” Type Construction Approach

1. *What we are looking for:*
  - a) Much of the work will be completed in a collaborative “design-build” type approach where the Contractor’s knowledge, expertise and experience will be relied upon to assist in timely implementation and completion of the work.
2. *What the Bidder should provide:*
  - a) Two (2) projects within the last five (5) years that involved close collaboration between the Bidder and a designer in a manner similar to the design-build approach.
  - b) A description of the contribution of the Bidder to the design of the project.

### 3.3 EVALUATION AND RATING

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Comprehension of the Scope of Services	0.5	0 - 10	0 - 5
Team Approach / Management of Services	1.0	0 - 10	0 - 10
Past Experience	1.5	0 - 10	0 - 15
Senior Personnel Expertise and Experience	2.0	0 - 10	0 - 20
Intermediate Personnel Expertise and Experience	1.0	0 - 10	0 - 10
Examples of Collaborative and Creative Resolution of Construction Issues	2.0	0 - 10	0 - 20
Examples of a “Design-Build” Type Construction Approach	2.0	0 - 10	0 - 20
<b>Total</b>	<b>10.0</b>		<b>0 - 100</b>

**Generic Evaluation Table**

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Bidder do not possess qualifications and experience	Bidder lacks qualifications and experience	Bidder has an acceptable level of qualifications and experience	Bidder is qualified and experienced	Bidder is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

To be considered further, Bidders **must** achieve a minimum weighted rating of sixty-five (65) out of the hundred (100) points available for the rated technical criteria as specified above.

**No further consideration will be given to Bidders not achieving the pass mark of sixty-five (65) points.**

#### **SRE 4 PRICE OF SERVICES**

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of sixty-five (65) points are opened upon completion of the technical evaluation. When there are three or more responsive proposals, an average price is determined by adding all the price proposals together and dividing the total by the number of price proposals being opened. This calculation will not be conducted when one or two responsive proposals are received.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and will receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number of following ratings are skipped.

The Price Rating is multiplied by the applicable percentage to establish the Price Score.

#### **SRE 5 TOTAL SCORE**

Total Scores will be established in accordance with the following:

<b>Rating</b>	<b>Possible Range</b>	<b>% of Total Score</b>	<b>Score (Points)</b>
Technical Rating	0 - 100	80	0 – 80
Price Rating	0 - 100	20	0 - 20
<b>Total Score</b>		<b>100</b>	<b>0 - 100</b>

The proposals will be ranked in order from the highest to the lowest using the total score (technical plus price). The Bidders submitting the highest ranked proposals will be recommended for issuance of a standing offer. In the case of a tie, the Bidder submitting the lower price for the services will be selected. Canada reserves the right to issue up to two (2) Standing Offers.

#### **SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST**

The following list of documents and forms is provided with the intention of assisting the Bidder in ensuring a complete submission. The Bidder is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Proposals", General Instructions to Bidders (GI 05).

- Declaration / Certifications Form - completed and signed form provided in Appendix A
- Integrity Provisions – Associated Information - list of directors / owners**
- Proposal - 1 original
- Front page of Request for Standing Offer
- Front page of Revision(s) to a Request for Standing Offer

In a separate envelope:

- Price Proposal Form - one (1) completed and submitted in a separate envelope



## **APPENDIX A**

Declaration/Certifications Form

---

**Declaration / Certifications Form (page 1 of 4)**

---

**Name of Bidder:**

**Street Address:**

**Mailing Address** (if different than street address)

**City:**

**City:**

**Prov./Terr./State:**

**Prov./Terr./State:**

**Postal/ZIP Code:**

**Postal/ZIP Code:**

**Telephone Number:**(    )

**Fax Number:**    (    )

**E-Mail:**

**Procurement Business Number:**

---

**Type of Organization**

**Size of Organization**

Sole Proprietorship

Number of Employees \_\_\_\_\_

Partnership

Superintendents \_\_\_\_\_

Corporation

Tradesmen \_\_\_\_\_

Joint Venture

Technical Support \_\_\_\_\_

Other \_\_\_\_\_

---

## Declaration / Certifications Form (page 2 of 4)

### Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, Bidders must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of proposals is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the proposal non-responsive.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? YES ( ) NO ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

**Declaration / Certifications Form (page 3 of 4)**

**Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a Work Force Adjustment Directive? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**Declaration / Certifications Form (page 4 of 4)**

---

**Name of Bidder:**

---

**This Declaration forms part of the offer.**

Education, Qualifications, Certifications, and Experience:

All statements made with regard to the education, qualifications, certifications, and the experience of individuals proposed for providing services under the Standing Offer are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive. Should a verification by Canada disclose untrue statements, Canada shall have the right to treat any standing offer resulting from this solicitation as being in default and to terminate it accordingly.

**DECLARATION:**

I, the undersigned, being a principal of the Bidder, hereby certify that the information given on this form and in the attached Proposal is accurate to the best of my knowledge.

**Name (print):** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Telephone Number:** (    ) \_\_\_\_\_

**Fax Number:**        (    ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_

During proposal evaluation period, PWGSC contact will be with the above named person.

This Appendix A should be completed and submitted with the proposal, but may be submitted afterwards as follows: if any of these required certifications is not completed and submitted with the proposal, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the proposal non-responsive.

## **APPENDIX B**

Price Proposal Form

## APPENDIX B - PRICE PROPOSAL

### INSTRUCTIONS

1. Complete price proposal form and submit in a separate sealed envelope, with the Bidder's name, Solicitation Number, and "Price Proposal Form" typed on the outside.
2. Price proposals are not to include Applicable Taxes and will be evaluated in Canadian Dollars.
3. Bidders are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Offerors must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. For the categories where a Senior, Intermediate and/or Junior Personnel is requested, the hourly all-inclusive rate must demonstrate a level of salary progression reflective of the seniority of the resource. For example, the hourly all-inclusive rate of a senior personnel must be equal to or greater than the hourly all-inclusive rate of the intermediate personnel and the hourly all-inclusive rate of an intermediate personnel must be equal to or greater than the hourly all-inclusive rate of the junior personnel within that category. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your offer non-responsive.
5. The hourly rates identified will be for the duration of the Standing Offer.
6. Travel and Living Expenses: Companies are advised that any travel time and travel-related expenses associated with the delivery of services within a 100 km radius of 33344 King Road, Abbotsford, BC V2S 6J5 are to be calculated as an integral part of the hourly rates. For delivery of services outside of this 100 km radius, travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council Travel Directive.
7. Fixed hourly rates for each Category of Personnel are to be provided in column B and multiplied by the weight factor % in column A (provided for evaluation purpose only).

**APPENDIX B - PRICE PROPOSAL**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

<b>Column</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Category of Personnel</b>	<b>Estimated Annual Amount</b>	<b>Fixed Rates* (Years 1 &amp; 2)</b>	<b>A x B</b>	<b>Fixed Rates* (Optional Year 3 &amp; 4)</b>	<b>A x D</b>
Journeyman Lead Hand	200hr	\$		\$	\$
Journeyman Electrician	200hr	\$		\$	\$
Journeyman Apprentice	100hr	\$		\$	\$
General Labour	100hr	\$		\$	\$
Markup on sub trade work	\$100,000	%		%	\$
Markup up on Material	\$150,000	%		%	\$
<b>SUB-TOTALS</b>			<b>F</b>	<b>G</b>	
			\$	+	\$
<b>TOTAL FOR EVALUATION PURPOSES (F+G)</b>			\$		

\* Refer to Standing Offer Particulars SP02 Period of the Standing Offer.

**END OF PRICE PROPOSAL FORM**