

## MANDATORY TECHNICAL CRITERION

### A. Language and Locations

MET / NOT MET

The proposal must demonstrate the company's capacity to assign resources for the delivery of course content according to the regional language designation of each National Research Council (NRC) location across Canada.

<b>Language Designation</b>	<b>National Research Council (NRC) Location</b>
<b>Bilingual</b> <i>Instructors must be fluently bilingual (i.e. able to work effectively in English and French), both written and oral, so as to conduct work in the requested language.</i>	<ul style="list-style-type: none"><li>• Moncton, New Brunswick</li><li>• Fredericton, New Brunswick</li><li>• Montréal, Québec</li><li>• Ottawa, Ontario</li></ul>
<b>Unilingual French</b> <i>Instructors must be fluent in French, both written and oral.</i>	<ul style="list-style-type: none"><li>• Saguenay, Québec</li><li>• Boucherville, Québec</li></ul>
<b>Unilingual English</b> <i>Instructors must be fluent in English, both written and oral.</i>	<ul style="list-style-type: none"><li>• St. John's, Newfoundland</li><li>• Charlottetown, Prince Edward Island</li><li>• Halifax, Nova Scotia</li><li>• Chalk River, Ontario</li><li>• Mississauga, Ontario</li><li>• London, Ontario</li><li>• Winnipeg, Manitoba</li><li>• Saskatoon, Saskatchewan</li><li>• Calgary, Alberta</li><li>• Edmonton, Alberta</li><li>• Penticton, British Columbia</li><li>• Vancouver, British Columbia</li><li>• Victoria, British Columbia</li></ul>

## POINT-RATED EVALUATION CRITERIA

**B. Company Experience and Reference Check 20 POINTS**

The proposal must include a Company profile, a description of previous experience with service delivery projects of similar size and complexity, and at least 2 previous contacts noting client name and telephone number, services provided and contract period. NRC reserves the right to contact any or all references supplied by the bidder. Include the Company's legal name and the province in which the company is incorporated.

**C. Proposed Personnel 25 POINTS**

Qualifications and experience of key company personnel, relevant to the nature of the work, must be described in the proposal. The proposal must include the company's recruitment process and selection criteria for the employment of instructors. The proposal must include, for each province where the National Research Council (NRC) has a location, details on the number and overall language capabilities of instructors currently employed.

**D. Regulations and Guidelines 20 POINTS**

The proposal must demonstrate the company is approved to deliver first aid, CPR-C & AED training in accordance with federal and provincial regulations. The proposal must demonstrate that training course contents and materials are in accordance with the 2010 Heart & Stroke Foundation of Canada Guidelines and subsequent versions, as per recommendations by the International Liaison Committee on Resuscitation (ILCOR). Preference will be given to vendors who are able to supply English and French in person courses as well as blended courses of online theory with in-person skills demonstration sessions. NRC reserves the right to request course delivery of either in-person or blended online and in-person courses.

**E. Understanding of Work 35 POINTS**

The bidder's proposal should demonstrate a clear understanding of the scope of work, and should include an overview, using examples, of possible limitations and difficulties associated with the work, and the possible solutions to address these. The proposal should include a description of the method(s) they would use to organise and coordinate courses in collaboration with the National Research Council (NRC), and for the assignment of instructors and the

deployment of training materials and equipment according to language requirements. The proposal should include a description of the method(s) used for the collecting and storing of training records, and the tracking and management of certification renewals.

**Total Maximum Points**

**100 POINTS**

**Proposals scoring less than 70 of 100 points will be considered non-responsive and will be eliminated from further consideration. A proposal will be considered non-responsive if it does not meet the mandatory criteria or if it is not supported by proper and adequate detail, particularly where supporting evidence is required. Bidders must meet all mandatory requirements indicated by imperative words such as, but not limited to, “must”, “shall”, “will”, and “essential”, including compliance with the mandatory terms and conditions. Furthermore, it is essential that the elements contained in proposals be stated in clear, concise manner. Proposals should be in the same order and formatted using the same section and sub-section numbers as the Request for Proposal (RFP). Proposals will be evaluated solely on their content. Items not addressed will be given a score of zero.**