



NATIONAL CAPITAL COMMISSION COMMISSION DE LA CAPITALE NATIONALE

APPENDIX B

EVALUATION CRITERIA

The Technical Proposal will be evaluated according to the following criteria. Please provide and address each criterion individually.

- I. Although price is an important factor, it is only one criterion in the evaluation of proposals. The NCC is seeking best overall value and will evaluate proposals on a point rating system based on the following Evaluation Criteria and assigned weight factors.
- II. Bidders **must** include all information relating to the Evaluation Criteria in their proposal. All information contained within the Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- III. Bidder's **must** indicate the location of the information relevant to the Evaluation Criteria. Failure to clearly indicate the location of information (page number) in the Evaluation Criteria table may result in the disqualification of the proposal.

	EVALUATION CRITERIA	Page Number (where applicable)	Weight Factor
1	Company Experience: The company must have a minimum of 5 years' experience in the moving industry with at least 2 years of direct experience handling valuable, high quality furniture, artefacts and artwork within the last 5 years for clients such as museums, galleries and heritage buildings. Provide details as to how the company meets these criteria. Limit one page	Page:	30
2	Employee Experience with Artifacts or Other Fine, High Value Pieces : Experience working in heritage residences/buildings and handling, wrapping and transporting high value collections of artifacts, fine furniture and valuable art. Employees onsite must have received additional training either with the NCC interior services collections staff or from another specialized client or training program. Please elaborate on this experience and training and provide examples. Provide CVs of minimum two employees meeting this criterion demonstrating how they meet. Limit one page per employee. Employees meeting this criterion are required for the full duration of SOA	Page:	40
3	Employee Experience with Firm: The NCC is looking for firms in which employees are long term, devoted and loyal. Provide a description of employee retention programs or strategies offered by the company and explain how they ensure low turnover. Limit one page	Page:	10



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4	Moving Vehicle(s) : The company must have a minimum of one (1) large moving truck (ie. 5 ton) and other related vehicles. Provide details of moving fleet vehicles and equipment (i.e. Make, model, year, etc.). Detail which would be dedicated to this SOA and how they meet scope requirements.	Page:	20
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A minimum evaluation score of 75% of the total must be achieved in order to proceed to the opening of the Financial Proposal. The score obtained for the Technical Proposal will account for 70% of the bidder's total score.

PROPOSAL EVALUATION CRITERIA

Excellent. Exceeds all of our requirements (100% of the weighted factor).

A sound response. Fully meets our requirements (90% of the weighted factor).

Acceptable minimum level. Meets our basic requirements (75% of the weighted factor).

Falls short of meeting basic expectations (50% of the weighted factor).

It's a response but doesn't address our needs (20% of the weighted factor).

The response is completely unacceptable or the information is missing altogether (0% of the weighted factor).

Signature : _____ Company : _____

Date : _____