

**Evaluation Criteria and Basis of Selection**

**RFP: Immigration Services for the National Research Council (NRC)**

**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 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*);

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).

**Mandatory Requirements**

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

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

Table 1: Mandatory Requirements

Mandatory Requirements		
Requirement	Mandatory Criteria	Yes/No
M-1 Years of experience	The bidder must demonstrate that they have five (5) years of experience since 2015, in the delivery of immigration services to employers and employees in a wide range of positions including professional, science and engineering.	
M-2 Capacity throughout Canada	The bidder must demonstrate that they have the capacity to deliver services to employees and new hires across Canada as well as internationally.	
M-3 Accreditation	The bidder must demonstrate that their consultants are accredited as Regulated Canadian Immigration Consultants and members in good standing of the Immigration Consultants of Canada Regulatory Council.	
M-4 References	The bidder must provide three (3) client’s references *comparable to NRC* for which they have provided immigration services. The bidder must include the name, telephone number, e-mail address and dates of	

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	work for clients. *the level of comparability to NRC* will be evaluated at R3	
M-5 Response	The bidder must confirm their ability to respond (as described under section 9.2 of SoW) to initial requests from NRC Project Manager, the employee or employer representative within 48 hours (2 business days).	
M-6 Languages	The bidder must demonstrate his capacity to deliver all services (included under the Annex A- Statement of Work) of equivalent quality in both official languages, French & English.	
M-7 Protected information	The bidder must be capable of sending, receiving, and storing Protected B information in accordance with the government’s policy, including Entrust encryption at the time of bid submission.	

**Rated Requirements**

Bidders must receive a minimum consensus **score of 52 points** in the Rated Requirements to be considered responsive and considered further.

Table 2: Rated Requirements

Requirement	Evaluation Criteria	Weighting (Points)
R-1	<p>The Bidder should demonstrate that they have provided continuous services, similar in scope and complexity as the work described in the Statement of Work, for over five (5) years. The Bidder should demonstrate their experience by providing information on:</p> <ul style="list-style-type: none"> <li>Describe your overall experience supporting employers similar to NRC with their immigration requirements</li> <li>Describe your overall experience assisting new hires and employees in scientific or research positions navigate the immigration system</li> <li>Provide an average number of cases or applications per year</li> </ul>	<p>Years of Experience:                      5 to &lt;7 years - 5 points                      7 years to &lt;10 years - 8 points                      More than 10 years - 10 points</p> <p>Average number of cases or applications per year:                      less than 10 - 2 points                      10-19 annually - 5 points                      20 or more annually - 10 points</p>
	<p>Maximum points: 20</p> <p>Minimum required points: 10</p> <p>Total</p>	

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R-2	<p>The bidder should describe how they intend to deliver the services described the statement of work (SoW).</p> <p>The bidder should clearly described their approach and methodology including but not limited to;</p> <ul style="list-style-type: none"> <li>• Proposed approach to assess NRCs needs</li> <li>• The depth and breadth of experience preparing work permit applications and/or renewals</li> <li>• Depth and breadth of experience employing LMIA exemption codes</li> <li>• Proposed approach to determine LMIA vs exemption submission</li> <li>• The depth and breadth of experience preparing permanent residency applications.</li> </ul>	<p>Points will be allocated based on the following:</p> <ul style="list-style-type: none"> <li>• Clear, comprehensive, concise &amp; appropriate way to approach the work - up to 24 points</li> <li>• Not missing information in the approach and methods - up to 24 points</li> <li>• description of assets (e.g. consultants, software) that will be uses to carry the work - up to 12 points</li> </ul>
	<p>Maximum points: 60</p> <p>Minimum required points: 30</p>	
R-3	<p><u>References</u> NRC will contact clients based on bidders list in response to the Mandatory Criterion M4, At least two (2) references will be contacted. Up to 10 points for each reference.NRC will evaluate accordingly to the following:</p> <ul style="list-style-type: none"> <li>a) Comparability to NRC in terms of employer (NRC Similar in size of employees, geographically disperse, and with specific immigration needs i.e. for scientific or research based roles, use of LMIA and or exemption codes, work permit and permanent residency applications</li> <li>b) Level of satisfaction</li> </ul>	<p>Points awarded:</p> <p>Greatly below expectations = 2 points Below expectations = 4 points Met expectation = 6 points Exceeded expectations = 8 points Greatly exceeded expectations = 10 points</p>
	<p>Maximum points: 20</p> <p>Minimum required points: 12</p> <p>Total</p>	
	<p>Overall Score</p>	