

RFP 21-58056

Appendix B

Evaluation Criteria

The method of selection will be highest combined Technical Rating (65%) and Price (35%)

1. Mandatory Criteria (MC)

To be compliant and to be considered further in the evaluation, Contractors **must** meet the following Mandatory Criteria:

Reference	Description	Achieved?	Cross Reference To Proposal
MC1	Proposal Form: Completed and signed Request for Proposal form Statement provided certifying whether the bidder is a sole entity, partnership or corporate entity.	Yes/No	
MC2	Evidence of Insurance: Certifications must be properly completed and submitted with the Proposal. Certifications required are: a) Submission of Bid bond b) Submission of Performance bond b) Proof of maximum insurance coverage currently carried as: 1. Comprehensive General Liability Insurance of at least 2 million	Yes/No	
MC3	Forms: a) Certification for Employment Equity	Yes/No	

MC4	<p>Site Visit / Inspection Tour:</p> <p>It is mandatory that the Contractor or a representative of the Contractor visit the site and examine the scope of work required and the existing conditions. Proof of attendance form to be signed at the Site Visit and briefing session.</p>	Yes/No	
MC5	<p>Bilingual service</p> <p>Statement indicating that services can be provided in both official languages.</p>	Yes/No	
MC6	<p>Previous Experience on Similar Work:</p> <p>A minimum of one contract undertaken in the previous seven years of similar scope and nature has been described. References provided.</p>	Yes/No	
MC7	<p>Terms of loan of NRC property:</p> <p>The Proponent has provided a letter indicating that it will take possession and be responsible for the listed NRC equipment provided for its employees use and will sign the terms of loan of NRC property.(Appendix C8 Form E</p>	Yes/No	

2. Evaluation of the Management Proposal (MP)

The following description of criteria below illustrates the factors that will be applied to evaluate the criteria applied to the Management Proposal.

Ref. #	Evaluation Criteria	Max. Points
MP1	<p>Corporate Background:</p> <ul style="list-style-type: none"> -Has an adequate description of the corporate background been provided that is focused on the requirement of this Contract? (2 pts) -Has the firm had experience in a multi-facility environment? (2 pts) 	4
MP2	<p>Understanding the Requirements:</p> <ul style="list-style-type: none"> -How well has the Contractor demonstrated a comprehensive knowledge of all aspects of the work specified and the experience outlined in the RFP? (3 pts) -Does the proposal leave issues not or incompletely addressed, such that it is unclear as to how and with what resources the Contractor intends to deliver the service/work in question? (3 pts) -Is the Contractor cognizant of the full extent of the services called up in the RFP? (3 pts) 	9
MP3	<p>Contractor Previous Experience on Similar Work:</p> <ul style="list-style-type: none"> -The Contractor should demonstrate that the contracts they have performed in the past are of similar scope and nature. The greater the relevant experience, the more points the contractors will receive. Relevant experience will be assessed against factors such as size, complexity and nature of services managed. (3 pts) -The Contractor should demonstrate that he has had a minimum of seven (7) years recent experience in providing services to large institutional and/or commercial sites with numerous multi-purpose facilities of various sizes as well as having experience in maintaining large laboratory facilities with specialized features and containing hazardous materials. (3 pts) -Submission of 3 references clearly demonstrating the involvement in the management of operation and maintenance function and construction renovation projects described within the RFP. (2 pts) -The Contractor should describe the stability of its labor force involved in these projects. (2 pts) 	10

<p>MP4</p>	<p>Contractor’s Management Team:</p> <ul style="list-style-type: none"> -What are the qualifications of the proposed Contractor’s Management Team for managing a contract of this size and magnitude? (4 pts) -How much experience does the proposed Project Director, Project Manager and site supervisor have in managing contracts of a similar scope and what was their direct involvement? (6 pts) 	<p>10</p>
<p>MP5</p>	<p>Cost Management Plan:</p> <ul style="list-style-type: none"> -The Proposal must clearly demonstrate how the Proponent plans to obtain “Best Value” and/or fair market pricing for NRC. (2 pts) -Describe the tender process, estimating process and strategies for obtaining pricing for project work and managing cost overruns. (2 pts) -Describe the strategy to manage the maintenance function separate from construction work and how he plans to treat the cost control/ management issue separate from one another. (2 pts) -Describe good workable details regarding how planning and budgeting will be done and how he will work with RPPM through the process. (2 pts) -Demonstrates performance to report both itemized, actual and summarized costs for the services requested within the RFP and the manner in which they will deal with cost overruns to ensure effective budget control. (2 pts) -Demonstrates an understanding of tie-in to budgets, invoicing and reporting work has been completed and inspected. (2 pts) 	<p>12</p>

<p>MP6</p>	<p>Site Organization Plan:</p> <ul style="list-style-type: none"> -The Site Organization Plan should address proposed positions, in the form of an organization chart to show the relationships between the Corporate Management, the Project Director, Project Manager(s), Site-Supervisor(s) and sub-contractors. (2 pts) -The Proposal should provide a description of the roles, responsibilities and authority of the three key personnel (regarding decision making, reporting and control framework. (2 pts) - The Proposal should provide a description of the roles and terms of reference of technical personnel (2 pts) -The Proposal should address the types, methods and frequency of training programs such as technical, health and safety, customer service and possible other related issues to the management and operations for the delivery of services identified in the RFP. (4 pts) 	<p>10</p>
<p>MP7</p>	<p>Quality Management Plan:</p> <ul style="list-style-type: none"> -The Proposal must clearly describe in detail the overall approach, including systems, methods, procedures standards, inspection and surveys proposed to ensure quality control and compliance with legislative requirements as outlined in the RFP. (2 pts) -What customer/user satisfaction assurance and complaint resolution process will be in place? (2 pts) -What financial and quality control audit procedures/programs will be in place? (2 pts) -The plan must clearly incorporate RPPM's service levels with discussion on their integration into the day to day business affairs for this Contract. (2 pts) -Describe how the RPPM service levels will be met and provided on a consistent level. (2 pts) 	<p>10</p>

<p>MP8</p>	<p>Health and Safety Plan:</p> <ul style="list-style-type: none"> -Does the Proponent have a comprehensive Health and Safety policy (3 pts) -What related information does it contain and is it a corporate priority? (3 pts) -Describe how workers are notified of job-specific hazards? (3 pts) -Describe how sub-contractors' workers are incorporated into your health and safety training and other programs. (3 pts) -Describe other programs, activities or information that you believe demonstrates that your company carries out its projects safely and in accordance with all health and safety requirements. (3 pts) -Describe what processes or procedures are proposed to identify risk areas and to mitigate their implications to NRC. (3 pts) -Describe what processes or procedures are proposed as intervention in case of incidents. (3 pts) 	<p>21</p>
<p>MP9</p>	<p>Communication Plan:</p> <ul style="list-style-type: none"> -The Proposal must describe in detail how the Proponent's on-site management team will report progress, coordinate deliverables, resolve work related problems or issues and communicate in general with the RPPM users and RPPM Project Authority. (2 pts) -Clearly describes his overall approach frequency and level of detail reporting to RPPM. (Type of reports, invoicing, meeting and communications with RPPM). (2 pts) -Describes use of IT applications, fully integrated into his operations including management support, maintenance planning and documentation, project planning and documentation and where the data will be obtained or managed from. (2 pts) -Submission of sample reports, are they easy to understand? (2 pts) 	<p>8</p>

MP10	<p>Transition Plan:</p> <ul style="list-style-type: none"> -The Proposal must describe in detail a comprehensive transition plan identifying the strategies, tasks, ramp up period and 100% implementation date for the Contract. (3 pts) -Describes details for major mobilization activities, site familiarization and hand over schedules associated with the existing contractor as well as coordination activities with the RPPM Project Authority. (3 pts) 	6
	<p>Total Points for Management Proposal:</p> <p>Minimum Passing Points: (75%)</p>	100