

1 [Instructions, clarification, and evaluation procedures](#)

1.1 Requirement

Award up to two contracts per region to vendors (Pacific – West – Central – East and Atlantic Canada) with specialists who would perform Office Ergonomic Assessments and follow-ups virtually and/or in person in NRC locations and/or employee's house. NRC may require additional professional services related to the findings report. Vendors may bid on 1 or all 5 regions.

1.2 Evaluation procedure

The proposal will be evaluated and scored in accordance with specific evaluation 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.

1.2.1 Step 1: Evaluation against Corporate and Technical Mandatory Criteria

Proposals will be evaluated to determine if all mandatory requirements detailed in this Annex "Mandatory Criteria" have been met. Only those proposals meeting ALL mandatory requirements will then be evaluated in accordance with Step 2.

1.2.2 Step 2: Evaluation against Point-Rated Criteria

Proposals will be evaluated and scored in accordance with point-rated evaluation criteria detailed in this Annex "Point Rated Criteria". Proposals that do not achieve a minimum average score of 50% will be considered non-compliant and will receive no further consideration. Evaluators' scores will be averaged.

1.2.3 Step 3: Method/Basis of Selection

The method of selection will be highest combined Technical Rating (70%) and Price (30%). To be declared responsive a proposal must:

- a) Comply with all the requirements of the bid solicitation and;
- b) Meet all the mandatory technical evaluation criteria and;

- c) Obtain the required minimum average score of 50% of the points for the technical evaluation criteria which are subject to point rating. Bids not meeting all 3 steps will be declared non-responsive.

1.2.4 Step 4: Issuance of a Contract

The Compliant Bidder(s) with highest combined Technical Rating (70%) and Price (30%) will be recommended for issuance of a Contract.

1.3 Customer Reference Contact Information

The Bidder must provide two separate (2) customer references who can speak to two different projects and must each confirm, if requested by Canada the facts identified in the Bidder's bid. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

1.4 Corporate Profile

The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

2 CORPORATE MANDATORY EVALUATION CRITERIA

	Mandatory Criteria For all Regions	Met / Not Met	Cross-reference to Proposal (Bidder to Insert)
MC1	<p><u>Methodology:</u></p> <p>As part of their proposal, the Bidder must include a methodology that would demonstrate their ability to effectively perform each of the following:</p> <ol style="list-style-type: none"> 1. Call-up for service: The methodology must include a statement indicating their proposed response time to emails requesting office ergonomic assessment. It should also describe their process to ensure that all requests are addressed on time. 2. Ergonomic assessment: The methodology must include a statement indicating their proposed response time to schedule ergonomic assessment and complete it. It should also describe their process to ensure that all requests are completed on time. 3. Report and recommendation: The methodology must include a statement indicating their proposed response time to submit office ergonomic assessment report and recommendation. It should also describe their process to ensure that all reports and recommendation will be submitted on time and meet client expectations. 4. Additional and replacement resources: Ability to effectively add and/or replace resources in cases where additional resources are required or the proposed resource is no longer available or not meeting client expectations. A Bidder's ability to provide qualified back-up personnel must be stated in the proposal. <p><u>The Methodology must not exceed 2 pages.</u></p>	Yes or No	
MC2	The Bidder must confirm that all people proposed initially and as replacement will have a Reliability level of security clearance.	Yes or No	

3 MANDATORY TECHNICAL EVALUATION CRITERIA

Mandatory Technical Criteria PACIFIC REGION		
	Mandatory Technical Criterion	Reference to Technical Proposal & Comments
MT1	<p>The Bidder must propose a minimum of one ergonomist. To qualify, the proposed resources must demonstrate all of the following experience:</p> <ul style="list-style-type: none"> • A university degree, college certificate or diploma in Ergonomics, Kinesiology, Physiotherapy, Occupational Therapy or Occupational Health Nursing from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada; and • Conducted a minimum of 25 office ergonomic assessment within the last 2 years to outside clients. <p>Note: Bidders must include a resume or relevant bio of max 2 pages for the proposed resources. The resume / bio must include relevant information to demonstrate compliance to this criteria. Bidders must include a minimum of 2 office ergonomic assessment reports.</p>	
MT2	<p><u>Language of Work</u> All people proposed initially or as replacement must have the ability to communicate effectively in English, both orally and in writing.</p>	

Mandatory Technical Criteria WEST REGION		
	Mandatory Technical Criterion	Reference to Technical Proposal & Comments
MT1	<p>The Bidder must propose a minimum of one qualified people and a minimum of one qualified replacement people. To qualify, the proposed resources must demonstrate all of the following experience:</p> <ul style="list-style-type: none"> • A university degree, college certificate or diploma in Ergonomics, Kinesiology, Physiotherapy, Occupational Therapy or Occupational Health Nursing from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada; and • Conducted a minimum of 25 office ergonomic assessment within the last 2 years to outside clients. <p>Note: Bidders must include a resume or relevant bio of max 2 pages for the proposed resources. The resume / bio must include relevant information to demonstrate compliance to this criteria. Bidders must include a minimum of 2 office ergonomic assessment reports.</p>	
MT2	<p><u>Language of Work</u> All people proposed initially or as replacement must have the ability to communicate effectively in English, both orally and in writing.</p>	

**Mandatory Technical Criteria
CENTRAL REGION**

	Mandatory Technical Criterion	Reference to Technical Proposal & Comments
MT1	<p>The Bidder must propose a minimum of one qualified people and a minimum of one qualified replacement people. To qualify, the proposed resources must demonstrate all of the following experience:</p> <ul style="list-style-type: none"> • A university degree, college certificate or diploma in Ergonomics, Kinesiology, Physiotherapy, Occupational Therapy or Occupational Health Nursing from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada; and • Conducted a minimum of 25 office ergonomic assessment within the last 2 years to outside clients. <p>Note: Bidders must include a resume or relevant bio of max 2 pages for the proposed resources. The resume / bio must include relevant information to demonstrate compliance to this criteria. Bidders must include a minimum of 2 office ergonomic assessment reports.</p>	
MT2	<p><u>Language of Work</u> All people proposed initially or as replacement must have the ability to communicate effectively in French and English, both orally and in writing. OR At least 1 people proposed initially and as replacement must have the ability to communicate effectively in English, both orally and in writing <u>AND</u> at least 1 people proposed initially and as replacement must have the ability to communicate effectively in French, both orally and in writing.</p>	

**Mandatory Technical Criteria
EAST REGION**

	Mandatory Technical Criterion	Reference to Technical Proposal & Comments
MT1	<p>The Bidder must propose a minimum of one qualified people and a minimum of one qualified replacement people. To qualify, the proposed resources must demonstrate all of the following experience:</p> <ul style="list-style-type: none"> • A university degree, college certificate or diploma in Ergonomics, Kinesiology, Physiotherapy, Occupational Therapy or Occupational Health Nursing from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada; and • Conducted a minimum of 25 office ergonomic assessment within the last 2 years to outside clients. <p>Note: Bidders must include a resume or relevant bio of max 2 pages for the proposed resources. The resume / bio must include relevant information to demonstrate compliance to this criteria. Bidders must include a minimum of 2 office ergonomic assessment reports.</p>	
MT2	<p><u>Language of Work</u> All people proposed initially and as replacement must have the ability to communicate effectively in French and English, both orally and in writing. OR At least 1 people proposed initially and as replacement must have the ability to communicate effectively in English, both orally and in writing <u>AND</u> at least 1 people proposed initially and as replacement must have the ability to communicate effectively in French, both orally and in writing.</p>	

**Mandatory Technical Criteria
ATLANTIC REGION**

	Mandatory Technical Criterion	Reference to Technical Proposal & Comments
MT1	<p>The Bidder must propose a minimum of one qualified people and a minimum of one qualified replacement people. To qualify, the proposed resources must demonstrate all of the following experience:</p> <ul style="list-style-type: none"> • A university degree, college certificate or diploma in Ergonomics, Kinesiology, Physiotherapy, Occupational Therapy or Occupational Health Nursing from a recognized Canadian Institution or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada; and • Conducted a minimum of 25 office ergonomic assessment within the last 2 years to outside clients. <p>Note: Bidders must include a resume or relevant bio of max 2 pages for the proposed resources. The resume / bio must include relevant information to demonstrate compliance to this criteria. Bidders must include a minimum of 2 office ergonomic assessment reports.</p>	
MT2	<p><u>Language of Work</u> All people proposed initially or as replacement must have the ability to communicate effectively in English, both orally and in writing.</p>	

Point Rated Technical Criteria (PR) and Scores		Required Minimum Number of Points	Maximum Available Points											
PR1	<p><u>Methodology:</u> In relation to MC1, the Bidder's methodology will be scored based on the scoring grid below</p>		30	40										
	<table border="1"> <thead> <tr> <th>Points</th> <th>Scoring</th> </tr> </thead> <tbody> <tr> <td>40/40</td> <td>The proposed methodology exceeds expectations and addressed all elements identified in the evaluation criteria with clear and concise details.</td> </tr> <tr> <td>30/40</td> <td>The proposed methodology meets expectations and addressed all elements identified in the evaluation criteria.</td> </tr> <tr> <td>20/40</td> <td>The proposed methodology barely meets expectations and addressed all elements identified in the evaluation criteria but with a minimum amount of explanation or details.</td> </tr> <tr> <td>0/40</td> <td>The proposed methodology did not address all elements identified in the evaluation criteria or provided insufficient detail to meet minimum expectations.</td> </tr> </tbody> </table>				Points	Scoring	40/40	The proposed methodology exceeds expectations and addressed all elements identified in the evaluation criteria with clear and concise details.	30/40	The proposed methodology meets expectations and addressed all elements identified in the evaluation criteria.	20/40	The proposed methodology barely meets expectations and addressed all elements identified in the evaluation criteria but with a minimum amount of explanation or details.	0/40	The proposed methodology did not address all elements identified in the evaluation criteria or provided insufficient detail to meet minimum expectations.
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0/40	The proposed methodology did not address all elements identified in the evaluation criteria or provided insufficient detail to meet minimum expectations.													

Point Rated Technical Criteria (PR) and Scores		Required Minimum Number of Points	Maximum Available Points	
PR2	In relation to MT1, the Bidder's education and experience will be scored based on the scoring grid below		30	40
	Points	Scoring		
	40/40	For all people proposed initially and as replacement, education and experience exceeds expectations and addressed all elements identified in the evaluation criteria with clear and concise details.		
	30/40	For all people proposed initially and as replacement, education and experience meets expectations and addressed all elements identified in the evaluation criteria.		
	20/40	For all people proposed initially and as replacement, education and experience barely meets expectations and addressed all elements identified in the evaluation criteria but with a minimum amount of explanation or details.		
0/40	For all people proposed initially and as replacement, education and experience did not address all elements identified in the evaluation criteria or provided insufficient detail to meet minimum expectations.			

Point Rated Technical Criteria (PR) and Scores		Required Minimum Number of Points	Maximum Available Points						
PR3	In relation to MT2, the Bidder's language requirements will be scored based on the scoring grid below	10	10						
	<table border="1"> <thead> <tr> <th>Points</th> <th>Scoring</th> </tr> </thead> <tbody> <tr> <td>10/10</td> <td>All people proposed initially and as replacement meets expectations and addressed all elements identified in the evaluation criteria.</td> </tr> <tr> <td>0/10</td> <td>Not all people proposed initially and as replacement meet expectations and addressed all elements identified in the evaluation criteria.</td> </tr> </tbody> </table>			Points	Scoring	10/10	All people proposed initially and as replacement meets expectations and addressed all elements identified in the evaluation criteria.	0/10	Not all people proposed initially and as replacement meet expectations and addressed all elements identified in the evaluation criteria.
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