

## ANNEX B TECHNICAL EVALUATION CRITERIA

### Mandatory Technical Criteria

**At closing**, the Supplier should comply with the following Mandatory Requirements and provide the necessary documentation to support compliance of its proposed investigator (s). Investigator (s) which fail to meet the mandatory technical criteria may be prevented from participating in future traditional competitive requirements solicitations and will be given no further consideration. Each requirement should be addressed separately.

All Suppliers are advised that only listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be “demonstrated”. All professional experience must be fully documented and substantiated in the submission.

For evaluation purposes:

- Where means the name of the employer;
- When means the start date and end date (e.g. from January 2014 to March 2016) of the period during which the firm acquired the qualification/experience; and
- How means a clear description of the activities performed and the responsibilities assigned under the project and during this period.

Offerors are advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2011 to December 2011; Project 2 timeframe is October 2011 to January 2012; the total months of experience for these two project references is seven (7) months.

The following information must be provided for each references and projects:

- Department/Firm or Police Service name;
- Department/Firm or Police Service address;
- Contact name;
- Contact Telephone name;
- Contact email address;
- Date of the work/project undertaken; and
- Nature of the work/project.

**\*Important:** Suppliers **cannot** substitute resources, all investigators who will be part of the source list **must** be qualified under this RFQ process.

Firm Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<b>FM1</b> – The Supplier and the proposed resource (s) must be free of any conflict of interest, and must complete and sign Annex C, Non-disclosure Agreement (NDA) attached to this request for qualification (RFQ).		

Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p><b>M1- Security Clearance – Resources</b>  The Supplier’s resource(s) must possess a valid security level clearance of “Secret” or be willing to apply for Secret clearance. Proof of clearance must be demonstrated by providing the security level, file number and expiration date. Please note that security clearances must be confirmed by Privy Council Office as per MPCC procedures prior to the issuance of a contract.</p>		
<p><b>M2- The Supplier’s proposed resource Investigator must hold an acceptable combination of education, training and/or experience OR any bachelor’s degree.</b></p> <p>Acceptable combination = In addition to M4, the proposed resource holds a 2-year college diploma in policing from an accredited college in Canada and at least one (1) related certification (as defined below)</p> <p>OR</p> <p>In addition to M4, the proposed resource holds 4 or more related certifications of completion from courses in policing/investigations from an accredited police college across Canada such as, but not limited to, sexual assault, commercial crimes, or major crimes. (If you have certificates of completion, please provide OR list course name, duration, who offered course and year completed)</p>		
<p><b>M3 – The Supplier’s proposed resource must demonstrate evidence of superior writing skills of either a work related or</b></p>		

academic report

- Level of quality of language used align with requirement of investigation reports
- Minimal or Free of Grammar errors
- Level of quality of logical, flow and organisation of ideas
- Comprehension and clarity of messaging by providing one (1) report sample that demonstrates superior writing abilities.

Note: If the supplier is applying for the bilingual stream, they are required to submit one (1) report sample in English **and** one report sample in French (See M6)

OR

by providing two (2) references for two (2) distinct projects who can describe and attest to the supplier's superior writing skills.

Note: If the supplier is applying for the bilingual stream, they are only required to submit one (1) reference for one (1) distinct project in English **and** one (1) reference for one (1) distinct project in French (see M6).

The Supplier should also provide reference contact information for the submitted samples in order to verify the information presented above. If more than (1) report sample (or for bilingual positions 1 in French and 1 in English) OR two (2) references for two (2) distinct projects (as the case may be) are included in the proposal, the MPCC WILL ONLY CONSIDER the specified number in order of presentation. MPCC reserves the right to contact the references to confirm the information presented by the Supplier.

**M4** - The Supplier must demonstrate evidence, in their C.V., of knowledge of their proposed Police Investigator resource in the field/discipline of investigations of complaints by clearly demonstrating:

- Retired police officer (or active but will need to be fully retired before a contract can be awarded) with a minimum of fifteen 15 years of in-depth policing experience
  
- Minimum of 10 years experience in leading and conducting criminal investigations or prosecutions in files related to at least one (1) of the following areas and a minimum of two (2) files;
  - ✓ Administrative investigations
  - ✓ Commercial crime
  - ✓ Criminal code investigations
  - ✓ Internal Affairs or Professional Standards
  - ✓ Major Crimes
  - ✓ Sexual Assault
  - ✓ Police ethics and or law
  - ✓ Public Interest investigation
  - ✓ Police Oversight Investigations

OR

- Legal counsel with significant experience (at least 10 years) in criminal law or litigation as either defence or prosecution or as investigative counsel for a police oversight body.
  
- Experience conducting investigations OR trials in complex files related to at least one (1) of the following areas with a minimum of two (2) files;
  - ✓ Administrative investigations
  - ✓ Commercial crime

<ul style="list-style-type: none"><li>✓ Criminal code investigations</li><li>✓ Internal Affairs or Professional Standards</li><li>✓ Major Crimes</li><li>✓ Police ethics and/or law</li><li>✓ Police Oversight Investigations</li><li>✓ Public Interest investigation</li><li>✓ Sexual Assault</li></ul>		
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## **M5 - Project investigation experience**

The Supplier's proposal must include detailed descriptions of two (2) projects related to investigation services in which the supplier proposed investigator has provided services in scoping and delivering an engagement in scope and magnitude to the requirement outlined in the Statement of Work attached and which demonstrate investigative experience with;

- Investigative Services;
  - ✓ Police investigations, or prosecutions, or
  - ✓ Professional Standards or
  - ✓ Internal Affairs Investigations or prosecutions or
  - ✓ Police Oversight Investigations or hearings or
  - ✓ Criminal litigation files

The Supplier should also provide information for one reference contact for each project in order to verify the information presented above. If more than two (2) projects are included in the proposal, the MPCC WILL ONLY CONSIDER the specified number in order of presentation. MPCC will contact the references to confirm the information presented by the Supplier.

- Detailed description of the projects;
- Tasks performed;
- Role and Responsibilities of the personnel who participated in the project;
- Start and end dates of the project;
- Client name and contact for whom the work was performed, or a letter of reference; or an attestation by the Supplier that the client received the services and deliverables from the proposed resource up to the standard of quality expected by the client reference, in a timely fashion.

### **Projects must be relevant to the requirement described in the Statement of work**

- ✓ Police investigation or prosecutions OR
- ✓ Professional Standard or Internal Affairs investigation OR
- ✓ Police oversight investigations or hearings OR
- ✓ Criminal litigation file

### **Tasks of the proposed resource**

- ✓ Tasks of the proposed resource must be relevant to the requirement described in the Statement of Work
- ✓ Must have required in depth report writing

### **Project Complexity must have involved one of the following**

- ✓ Public nature
- ✓ Politically sensitive
- ✓ Involved several organizations
- ✓ Complex file

**M6** – The Supplier’s proposed investigator must be:

Highly proficient (reading, writing and oral communication) in one or both of Canada’s Official Languages

And

Able to interview witnesses and write detailed reports in French or English or in both languages if applying for a bilingual investigation position.

NOTE: MPCC requires a certain number of bilingual investigators due to the nature of their work. Should the investigator wish to qualify for the bilingual stream, this will be assessed by submitting both the English and French mandatory requirements under M3 and will then be validated during the interview.

Note: Should the investigator not successfully qualify for the bilingual stream, they can still qualify for the English or French stream.

<p><b>M7</b> – The Supplier’s proposed investigator must:</p> <ul style="list-style-type: none"> <li>• Undergo a validation interview by a MPCC representative to validate the skills and information presented in the Supplier’s proposal.</li> <li>• Once validated, agree to undergo an investigation approach orientation, read and agree to follow the MPCC Investigation guidelines;</li> <li>• Complete a MPCC Security Briefing and training.</li> </ul> <p>Note: Timing of the investigation orientation training is at the discretion of the MPCC and due to cost considerations may only occur when a supplier is invited to provide MPCC with a proposal against a specific requirement. The MPCC reserves the right to onboard a restricted number of investigators as needed to meet their needs. It is noted that there is a financial cost associated with onboarding investigators.</p> <p>Note: This requirement can be met by simply stating that the resource agrees to M7.</p>		
<p><b>M8</b> - The Supplier must provide two (2) references from different clients within the preceding ten (10) years who can confirm the proposed resource’s experience and ability to provide on time, within budget and in accordance with expectations.</p> <p>Note: They may be same references as M5 or different.</p>		

<p><b>M9 – Mandatory Financial Requirement</b></p> <p>The Investigator must accept the \$90.00 hourly rate (excluding applicable taxes).</p> <p>This is the rate for all contract periods including all option periods.</p> <p>Note: This requirement can be met by simply stating that the resource agrees to M9.</p>		
<p><b>M10 - COVID-19 Vaccination Requirement Certification</b></p> <p>All Suppliers must provide with their submission, the COVID-19 Vaccination Requirement Certification attached in Annex F to this request for qualification (RFQ).</p>		
<p><b>M11 – No Entity Change While Active on the Source List</b></p> <p>All Suppliers must agree and provide with their submission, the completed and signed Entity Identification document (Annex G) to this request for qualification (RFQ).</p>		

Optional Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p><b>O1 – Optional Question</b></p> <p>The MPCC is committed to diversity and inclusion. We welcome all applicants and strongly encourage candidates that have a lived experience of working with or are members of an Employment Equity designated group (i.e. Indigenous Peoples, Persons with Disabilities, Visible Minorities or Women).</p> <p>In 500 words or less, please describe how your professional or personal lived experience would contribute to a greater diversity and inclusion lens in the work of the Commission.</p>		