

Amendment 001 is issued to add a mandatory criteria as follows (changes in blue):

ANNEX “C”

BID EVALUATION CRITERIA

1.0 GENERAL INSTRUCTIONS

- a) It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data in their proposals. Note: the compliance grid, by and of itself does not constitute demonstrated evidence.
- b) The Bidder must submit a detailed CV for the proposed resource.

2.0 MANDATORY TECHNICAL CRITERIA (MTC)

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 and financial criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Bidders should clearly identify the section(s) or page(s) in their proposals that provide the evidence that they meet the mandatory technical and financial criteria.

ITEM NO.	MANDATORY TECHNICAL CRITERIA	MET / NOT MET	REFERENCE TO THE PROPOSAL INDICATE SECTION(S) OR PAGE(S) OF THE BID
MTC1	Prior to date of bid closing, the Contractor must have been in business for at least three (3) years. The Contractor must demonstrate, in writing, the number of years the firm has been in business.		
MTC2	<p>The Contractor must have a minimum experience of three (3) research projects involving engagement with multiple and various organizations and stakeholders and on behalf of clients from the public sector. These projects must have involved the conduct of focus groups, surveys, interviews or other relevant engagement methods. Further, the results of these projects must have included reports at least 2 pages long as well as statistical data provided in Microsoft Excel format.</p> <p>The Contractor will demonstrate compliance to this criterion by providing the following information for each of the three (3) projects:</p> <ul style="list-style-type: none"> a) Name of the project; b) Client (e.g. Department of Canadian Heritage); c) Description and scope of the project; d) Project methodology; 		

	e) Number of organizations and stakeholders involved		
MTC3	The Bidder must demonstrate that at least one of the proposed team members, has the capacity to review documents in both official languages (English and French), as well as to communicate verbally and in writing in the preferred official language of the stakeholders, during all phases of the contract. Evidence may include, without being limited to, previous projects, published material, curriculum vitae.		
MTC4	The Bidder must provide a detailed Project Plan for all tasks to be undertaken listed in the Scope of Work. The plan must identify all tasks, the relationship of the tasks and any interdependencies as well as the duration of tasks and resources. The plan must identify the roles and responsibilities of all members of its proposed project team for all activities.		
MTC5	The Bidder must submit curriculum vitae (CVs) for all proposed personnel. The CVs must include summaries demonstrating the skills and expertise requested in offering the services relating to the requirements of the RFP. The proposal must specify the expected role of each team member, educational level.		

3.0 MANDATORY FINANCIAL CRITERIA (MFC)

Bids must meet the mandatory financial criteria specified below. Bids that do not meet the mandatory financial criteria will be declared non-responsive.

MANDATORY FINANCIAL CRITERIA (MFC)			
ITEM NO.	MANDATORY TECHNICAL CRITERIA	MEETS/ DOES NOT MEET	Reference to the Proposal Indicate section(s) or page(s) of the bid
MFC1	TOTAL COST The total cost is not to exceed the budget of \$100,000.00 (excluding applicable taxes)		

4.0 POINTS RATED TECHNICAL CRITERIA (RTC)

Bids that meet all mandatory technical criteria will be evaluated and rated as indicated below.

Bidders must demonstrate that they meet the criteria and reference the corresponding section(s) or page(s) in their proposals.

ITEM NO.	RATED TECHNICAL CRITERIA	MAXIMUM NUMBER OF POINTS	MINIMUM REQUIRED POINTS	REFERENCE TO THE PROPOSAL INDICATE SECTION(S) OR PAGE(S) OF THE BID
RTC1	<p>The Contractor must identify one (1) resource as the Project lead, one (1) resource as the Research lead, and Facilitator(s) to conduct focus groups, surveys, interviews or other relevant engagement methods. The Contractor must ensure available resources to support in person or virtual meetings.</p> <p>The resources proposed must meet all of the criteria noted below for the respective category of personnel (project lead, research lead, facilitator(s)) for which they have been proposed.</p> <p>The same resource may be proposed for two categories of personnel (e.g. facilitator and project lead) as long as the responsibilities do not interfere with each other. However, the resource must meet all of the criteria for each category.</p> <p>The Contractor must provide the curriculum vitae of each proposed resource outlining their qualifications, training, education, language capability, related work experience and expertise in support to organize consultation or engagement activities or dialogue events with a variety of Indigenous individuals or organizations which demonstrates their capability to provide services as described in the Statement of Work.</p> <ul style="list-style-type: none"> • The Project Lead is a resource with at least 5 years of experience managing delivery of research, consultations or engagement activities between government and industry stakeholders and possesses experience working with virtual meeting platforms. • The Research Lead is a resource with at least 5 years of experience conducting research projects between government and industry stakeholders using research methodologies such as (but not limited to) literature reviews, surveys, focus groups, workshops. The individual has experience working with a variety of stakeholders and has the ability to adapt methodologies to specific audiences. • The Facilitator(s) is a resource who has 	20	10	

	<p>at least 5 years of experience facilitating meetings or group discussions with industry stakeholders.</p> <p>Each proposed resource will be assessed separately. Scope of past achievements and number of years of experience will be taken into account in the evaluation of the proposals.</p> <p>The following scale will be used (maximum of 20 points):</p> <ul style="list-style-type: none"> • 20 points: The proposed resource's profile is completely aligned with the intended project and scope, as supported by an impressive description of qualifications, training, education, language capability, related work experience that is deemed remarkable. • 15 points: The proposed resource's profile is sufficiently aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability, related work experience that is deemed suitable. • 10 points: The proposed resource's profile is moderately aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed acceptable. • 5 points: The proposed resource's profile is insufficiently aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed inadequate. • 0 point: The proposed resource's profile is not at all aligned with the intended project and scope, as supported by a description of qualifications, training, education, language capability and related work experience that is deemed irrelevant. 			
RTC2	<p>The Bidder should provide a summary (4 pages maximum) of their proposed approach and methodology to fulfill the mandate. This summary should address the following components:</p>	50	35	

	<ul style="list-style-type: none"> • An understanding of the project requirements (10 points); • Data sources, collection methods, samples and analysis methods (30 points); and • Anticipated issues and challenges and associated mitigation strategies (10 points). <p>Each component will be assessed separately, and all aspects of the approach and methodology, including strengths and weaknesses, will be taken into account in the evaluation of the proposals.</p> <p>The following scale will be used (maximum of 50 points):</p> <ul style="list-style-type: none"> • 100%: Rated component is dealt with in-depth, and information provided demonstrates a complete mastery of the subject. Bidder receives 100% of available points for this component. • 75%: Information provided demonstrates understanding that is relevant to all elements of the rated component. Bidder receives 75% of available points for this component. • 50%: Information provided demonstrates understanding that is relevant to most of the elements of the rated component. Bidder receives 50% of available points for this component. • 25%: Information provided demonstrates understanding that is relevant to some of the elements of the rated component. Bidder receives 25% of available points for this component. • 0%: Information provided does not address the rated component. Bidder receives 0% of available points for this component. 			
RTC3	<p>The Bidder should provide a Work Plan (2 page maximum) demonstrating how the project objectives will be met in accordance with the established timelines.</p>	20	10	

<p>The following scale will be used (maximum of 20 points):</p> <ul style="list-style-type: none">• 20 points: The work plan is very detailed, realistic, logical and complete. It clearly lists all the tasks to be carried out, the deliverables and the timelines. The work plan is absolutely convincing as to the ability to meet the objectives while respecting the established timelines.• 15 points: The work plan is sufficiently detailed, realistic, consistent and complete. It lists most of the tasks to be carried out, the deliverables and the timelines. The work plan suggests the ability to meet the objectives while respecting the established timelines.• 10 points: The work plan is relatively detailed and fairly realistic. It lists most of the tasks to be carried out, the deliverables and the timelines.• 5 points: The work plan is neither sufficiently detailed nor realistic. It lists only part of the tasks to be carried out, with a partial timetable.• 0 point: The work plan is non-existent or unrealistic. Few of the tasks to be carried out are listed. No timeline is presented.			
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All other clauses and conditions remain unchanged