

Appendix C: Call-up selection criteria

Call-up selection criteria

When the need for a particular call-up arises (i.e., a specific task or project that requires expert support), the CCMC will review the submitted CVs for all standing offer contractors and create a “short list” of contractors with the relevant technical expertise for the given call-up requirement.

A Request For Proposal (RFP), including a description of the work to be completed and a required completion date, will be sent by email to all of the short-listed contractors providing them with a timeframe for the submission of the required proposal documents. The RFP will also indicate which of the following two selection criteria will be used:

Criteria A: Technical rated criteria

Criteria	Scoring
<p>Technical background and experience – all short-listed contractors will be ranked in order of demonstrated technical experience (historical knowledge, current practices, involvement in the related industry and/or standards development, etc.) in the subject matter relevant to the particular call-up, with preference given to Canadian-related experience.</p>	<p>1st highest ranked proposal = 50 points 2nd highest ranked proposal = 35 points 3rd highest ranked proposal = 10 points</p>
<p>Ability to complete required work – all technical proposals will be ranked in order of a demonstrated understanding of the required work to be completed and a clear, concise presentation of the proposed means to complete the work.</p>	<p>1st highest ranked proposal = 50 points 2nd highest ranked proposal = 35 points 3rd highest ranked proposal = 10 points</p>
<p>TOTAL</p>	<p>Total score out of a possible 100</p>

The contractor with the highest score will be selected for the call-up. All contractors who submitted an RFP will be informed of the selected contractor. In the case of equivalently scored contractors, the proposal with the lowest financial cost will be selected.

Criteria B: Lowest cost

All proposals submitted by the deadline that 1) demonstrate a clear understanding of the requirements of the RFP, and 2) demonstrate competence in the relevant area, will be selected on a lowest-cost basis.

The contractor with the lowest cost proposal will be selected for the call-up. All contractors who submitted an RFP will be informed of the selected contractor. In the case of equal costs the contractor with the most experience in the relevant subject matter will be selected.