



**PART 6 SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

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## SUBMISSION REQUIREMENTS AND EVALUATION

### SRE 1 GENERAL INFORMATION

#### 1.1 Reference to the Selection Procedure

An 'overview of the selection procedure' can be found in General Instructions to Proponents (GI 9).

#### 1.2 Submission of Offers

The Offeror is responsible for meeting all submission requirements. Please follow detailed instructions in "Submission of Offers", General Instructions to Proponents (GI 10).

#### 1.3 Calculation of Total Score

For this Standing Offer the Total Score will be established as follows:

$$\begin{aligned} \text{Technical Score} &= \text{Offeror's Technical Rating} \times 85\% \\ \text{Price Score} &= \frac{\text{Lowest Bid} \times 15\% \text{ Offeror's Price}}{\text{Maximum 100 Points}} \\ \text{Total Score} &= \end{aligned}$$

### SRE 2 OFFER REQUIREMENTS

#### 2.1 Requirement for Offer Format

The following offer format information should be implemented when preparing the offer.

1. Submit one (1) bound original plus six ( 6 ) bound copies plus one ( 1 ) USB.
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 11 point Times or equal
4. Minimum margins - 12 mm left, right, top, and bottom
5. Double-sided submissions are preferred
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
7. 279mm x 432mm (11" x 17") fold-out sheets for spreadsheets, organization charts, etc. will be counted as two (2) pages.
8. The order of the proposals should follow the order of the Request for Standing Offer SRE section.

#### 2.2 Specific Requirements for Offer Format

The maximum number of pages including text and graphics to be submitted for the Point-Rated Technical Requirements under SRE 3.2 is thirty-five (35) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents and section dividers
- Consultant Team Identification Format (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Integrity Provisions –Required Documentation
- Front page of the Request for Standing Offer (RFSO) document
- Front page of revision(s) to the Request for Standing Offer (RFSO) document
- Price Offer Form (Appendix C)
- CVs (curriculum vitae)



***Consequence of non-compliance: any pages, which extend beyond the above page limitation and any other attachments will be extracted from the offer and will not be forwarded to the RCMP Evaluation Board members for evaluation.***

### **SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION**

#### **3.1 MANDATORY REQUIREMENTS**

Failure to meet the mandatory requirements will render the offer as non-responsive and no further evaluation will be carried out.

**At offer closing** time, the Offeror must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance. Any offer which fails to meet all the following Mandatory Requirements will be declared non-responsive. Each requirement is requested to be addressed separately.

##### **3.1.1 Declaration/Certifications Form**

Offerors must complete, sign and submit the following:

- Appendix B, Declaration / Certifications Form.

##### **3.1.2 Consultant Team Identification**

The consultant team to be identified must include the following disciplines:

- 1) Offeror (prime consultant): Project Manager
- 2) Offeror (prime consultant): Architect

Key Sub-consultants

- 3) Civil Engineering Services;
- 4) Structural Engineering Services;
- 5) Mechanical Engineering Services;
- 6) Electrical Engineering Services;
- 7) Landscape Architectural Services; Specialist Services
- 8) Commissioning Services;
- 9) Cost Estimating Services;
- 10) Feasibility Study Services;
- 11) Building Condition Report Services;
- 12) Interior Design (Furniture / Workstation Design) Services
- 13) Project Monitoring and Control Services
- 14) Hazardous Material Assessment / Air Quality Monitoring
- 15) Environmental Assessment
- 16) Sustainability Consulting Services

If the Offeror proposes to provide multidisciplinary services that might normally be provided by a sub-consultant, this should be indicated here. Offeror must provide for all sixteen (16) disciplines.

Information required – name of firm, key personnel to be assigned to the project. For the prime consultant indicate current license as per Saskatchewan licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer General Instructions to Offerors, GI 13 Limitation of submissions). An example of an acceptable format (typical) for



submission of the team identification information is provided in Appendix A.

Appendix C Price Offer Form is to filled out by the Prime Consultant, the fixed hourly rates apply to all sub consultants identified on Appendix A.

### 3.1.3 Licensing, Certification or Authorization

Proof of licensing/certifications/ authorizations should be provided with submission of bid or must be provided prior to contract award. If proof is not provided, the Contracting Authority will inform the Proponent and the Proponent will have three (3) days upon request to provide proof. Failure to provide the documentation within the time frame specified will render the bid non-responsive.

## 3.2 POINT-RATED TECHNICAL REQUIREMENTS

Offers meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the offer writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response):

### 3.2.1 Comprehension of the Scope of Services

- **What we are looking for:** A demonstration of the understanding of the overall requirements for services, including specific deliverables, expected approaches, technical expectations, and coordination requirements, especially in delivering government projects.
- **What the Offeror should provide:**
  - i) scope of services - detailed list of services;
  - ii) summary of your proposed typical work breakdown structure, i.e. resources assigned, time schedule, level of effort;
  - iii) broader goals (federal image, sustainable development, sensitivities);
  - iv) risk management strategy;
  - v) project management approach to working with RCMP (understanding of RCMP management structure, Client environment, standing offer process, working with the government in general);
  - vi) Offeror to identify single point of contact

### 3.2.2 Team Approach / Management of Services

- **What we are looking for:** How the team will be organized in its approach and methodology in the delivery of the Required Services.
- **What the Offeror should provide:**

*A description of:*

  - i) Roles and responsibilities of key personnel;
  - ii) Assignment of the resources and availability of back-up personnel;
  - iii) Management and organization (reporting structure);
  - iv) The firm's approach to responding to the individual call-ups which will arise as a result of this standing offer;



- v) Quality control techniques;
- vi) Demonstration of how the team intends to meet the 'Project Response Time Requirements';
- vii) Conflict resolution methods.

### 3.2.3 Past Experience

- **What we are looking for:** Demonstration that over at least the past ten (10) years, the Offeror has participated in a range of projects requiring a full scope of services in accordance with the Required Services. The Offeror's participation in these projects should have involved the scope of services listed in the Required Services **(RS) section**.
- **What the Offeror should provide:**
  - i) A brief description of a maximum of three (3) significant projects (focus on Protective Services and emergency services) **completed\*** over the last ten (10) years by the Offeror;
  - ii) For the above projects, include the names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities, as well as the scope, and budget per discipline;
  - iii) Indicate the dates the services were provided for the listed projects;
  - iv) Scope of services rendered, project objectives, constraints and deliverables;
  - v) Client references - name, address, phone and fax of client contact at working level. Discussion points may include: budget management, schedule management, communication/collaboration and client satisfaction.

\* **"Completed" is defined as: the construction work, resulting from the A&E deliverables, is substantially complete AND the building is owner occupied as a minimum.**

- The Offeror (as defined in General Instructions GI 1) must possess the knowledge on the above projects. Past project experience from entities other than the Offeror will not be considered in the evaluation unless these entities form part of a joint venture Offeror.
- Please indicate those projects which were carried out in joint venture and the responsibilities of each of the involved entities in each project.

### 3.2.4 Senior Personnel Expertise and Experience

- **What we are looking for:** A demonstration that the Offeror (Prime Consultant) has senior personnel in-house with the capability, capacity and expertise in each area listed in the Required Services (RS) section.
- **What the Offeror should provide: (approximately two (2) Pages per senior personnel)**
  - i) submit a maximum of two (2) c.v.'s of senior personnel (Prime Consultant). Each curriculum vitae should clearly indicate the years of experience the senior personnel has in the provision of the services specified in the Required Services (RS) section; and
  - ii) Identify the personnel's years of experience, the number of years with the firm; and professional accreditation;
  - iii) accomplishments / achievements / awards; and



iv) relevant experience

- In-house personnel means personnel within the Offeror's organization (see definition of Offeror in General Instructions GI 1). Past expertise and experience of personnel not within the Offeror's (or joint venture Offeror's) organization will not be considered in the evaluation.
- No c.v.'s is required for junior and intermediate personnel. List additional personnel only in Appendix A.

### 3.2.5 Project Personnel Expertise and Experience

- **What we are looking for:** A demonstration that the Offeror (sub consultants/disciplines) has project personnel in-house with the capability, capacity and expertise to provide the required services and deliverables listed in the Required Services (RS) section.
- **What the Offeror should provide:**
  - i) submit a maximum of two (2) c.v.'s of project personnel (each discipline) which will perform the majority of the work resulting from the individual Call-ups. Each curriculum vitae should clearly indicate the years of experience the project personnel has in the provision of the services specified in the Required Services (RS) section;
  - ii) Identify the personnel's years of experience, the number of years with the firm;
  - iii) professional accreditation; and
  - iv) accomplishments / achievements / awards.
- In-house personnel means personnel within the Offeror's organization (see definition of Offeror in General Instructions GI 1). Past expertise and experience of personnel not within the Proponent's (or joint venture Proponent's) organization will not be considered in the evaluation.
- No c.v.'s is required for junior and intermediate personnel. List additional personnel only in Appendix A.

### 3.2.6 Hypothetical Projects

- **What we are looking for:** Describe the approach and methodology that you would employ to deliver the project in a general written response only.  
The clarity of the report writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response).
- **What the Offeror should provide for each hypothetical project:**
  - i) description of the approach and methodology that you would employ to solve the problem;
  - ii) summary of your proposed work breakdown structure, i.e. scope of work, resources assigned, time schedule, level of effort in terms of number of hours of all identified resources;
  - iii) appropriateness of assigned resources;
  - iv) level of effort;
  - v) project management approach to working with RCMP (understanding of RCMP



management structure, CSU/Client environment, standing offer process, working with the government in general);

- vi) problem-solving methodology (client involvement, RCMP involvement, other government agency involvement, creative approaches to solving problems).

Calculation of a fee for the provision of these services is not required.

- ***The Facts:***

When responding to the following hypothetical fact situations, be advised that the hypothetical is to be used for evaluation purposes only. Areas and details in the hypothetical are provided only to give the Offeror sufficient material from which to develop an outline of their approach and methodology to the resolution of the issues.

#### **PROJECT 1**

A detachment in Northern Saskatchewan has a need to address a number of issues including Fire Code deficiencies. Lack of a secure interview room in the Provost area, various cell deficiencies along with other security deficiencies. The proposed solution is to construct an addition to the existing RCMP owned detachment and along with the addition other noted deficiencies would also be corrected under the project.

#### **PROJECT 2**

A major District facility for the RCMP is in need of a project to do a complete space optimization project. The scope will impact all areas of the fully occupied facility and will include renovations and movement of Units within the facility to maximize efficiencies and make the best use of the space available.

#### **PROJECT 3**

Provide design to include metering devices for steam, water, and power to 27 buildings in order to meet net zero requirements in the future. Each system will need to be reviewed for each building and drawings will be created in order to tender the installation and purchase of required equipment.

#### **PROJECT 4**

Provide complete design services to renovate multiple building washroom areas to meet gender-neutral requirements. Each building will have the design completed as its own package in order to tender renovations as groups or individual packages.



**3.3 EVALUATION AND RATING**

Offers that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Standing Offer) will be reviewed, evaluated and rated by a RCMP Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the offer will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Comprehension of the Scope of Services	1.0	0 - 10	0 - 10
Team Approach / Management of Services	0.5	0 - 10	0 - 05
Past Experience	2.5	0 - 10	0 - 25
Client Reference	1.0	0 - 10	0 - 10
Senior Personnel Expertise and Experience	1.0	0 - 10	0 - 10
Project Personnel Expertise and Experience	1.0	0 - 10	0 - 10
Hypothetical Projects	3.0	0 - 10	0 - 30
<b>Total</b>	<b>10.0</b>		<b>0 - 100</b>

Offerors **must** achieve a minimum of sixty percent (60%) on each criterion AND achieve an overall minimum weighted rating of sixty (60) out of the hundred (100) points available for the rated technical criteria as specified above.

**No further consideration will be given to Offerors not achieving the pass mark of sixty (60) points.**

**SRE 4 PRICE OF SERVICES**

All price offer envelopes corresponding to responsive offers, which have achieved the pass mark of **sixty (60) points** will be opened upon completion of the technical evaluation.

To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 15%

The table below illustrates *an example* where all three offers are responsive and the selection of the Consultant is determined by a **85/15 ratio** of technical merit and price. The total available points equal 100 and the lowest evaluated price is \$50,000 (50\*).

Basis of Selection - Highest Combined Rating Technical Merit (85%) and Price (15%)				
	Bidder 1	Bidder 2	Bidder 3	
<b>Overall Technical Score</b>	88/100	82/100	76/100	
<b>Bid Evaluated Price</b>	\$60,000.00	\$55,000.00	\$50,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	88/100 x 85 = 74.8	82/100 x 85 = 69.7	76/100 x 85 = 64.6
	<b>Price Score</b>	50*/60 x 15 = 12.5	50/55 x 15 = 13.6	50/50 x 15 = 15
<b>Combined Rating</b>	87.3	83.3	79.6	
<b>Overall Rating</b>	1st	2 <sup>nd</sup>	3rd	

The Price Rating is equal to the applicable percentage to establish the Price Score.





**SRE 5 TOTAL SCORE**

Total Scores will be established in accordance with the following:

<b>Rating</b>	<b>Possible Range</b>	<b>% of Total Score</b>	<b>Score (Points)</b>
Technical Rating	0 - 100	85	0 – 85
Price Rating	0 - 100	15	0 – 15
<b>Total Score</b>		<b>100</b>	<b>0 - 100</b>

The offers will be ranked in order from the highest to the lowest using the total score (technical plus price). The Offerors submitting the highest ranked offer will be recommended for issuance of a standing offer. In the case of a tie, the Offeror submitting the lower price for the services will be selected. Canada reserves the right to issue up to four (4) Standing Offers.



**Evaluation Table**

RCMP Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below:

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information, which could be evaluated.	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected.	Generally doubtful that weaknesses can be corrected.	Weaknesses can be corrected.	No significant weaknesses.	No apparent weaknesses.
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced.
	Consultant Team proposed is not likely able to meet requirements	Consultant Team proposed does not cover all components or overall experience is weak.	Consultant Team proposed covers most components and will likely meet requirements.	Consultant Team proposed covers all components - some members have worked successfully together.	Strong Consultant Team proposed - has worked successfully together on comparable projects
	Sample projects not related to this requirement.	Sample projects generally not related to this requirement.	Sample projects generally related to this requirement.	Sample projects directly related to this requirement.	Lead supplier in sample projects directly related to this requirement.
	Extremely poor capability, insufficient to meet performance requirements.	Little capability to meet performance requirements.	Acceptable capability, should ensure adequate results.	Satisfactory capability, should ensure effective results.	Superior capability, should ensure very effective results.

**SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST**

The following list of documents and forms is provided with the intention of assisting the Offeror in ensuring a complete submission. The Offeror is responsible for meeting all submission requirements.

Please follow detailed instructions in "Submission of Offer", General Instructions to Offerors (GI 10).

- Declaration / Certifications Form - completed and signed form provided in Appendix B



- Integrity Provisions – Required documentation – **as applicable**, in accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General instructions to Proponents (GI), Integrity Provisions – Proposal, **section 3a**.
- Integrity Provisions - Declaration of Convicted Offences – **with its bid, as applicable**, in accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) and as per General instructions to Proponents (GI), Integrity Provisions – Proposal, **section 3b**.
  - Proposal – one ( 1 ) signed original + six ( 6 ) copies + one ( 1 ) USB )
- Front page of Request for Standing Offer - completed and signed
- Front page of Revision(s) to a Request for Standing Offer - completed and signed

**In a separate envelope:**

- Price Proposal Form - one (1) completed and submitted in a separate envelope