



04/01/2017



Evaluation of Compliant Bids

- All compliant bids and an evaluation package will be forwarded to the evaluation team within 3 business days after the bid close date. This bid closes on Friday, January 13, 2017, therefore you can expect the evaluation package prior to the end of day on Wednesday, January 18, 2017.

Evaluation Instructions

Evaluation Committee Members are expected to:

- keep the Proposals, and any notes made relating to them, in a secure place where others will not have access to them;
- not discuss the Proposals or disclose their content to anyone other than fellow committee members;
- complete the evaluation sheets provided and keep all notes, discussions, and point ratings confidential and not disclose the content or details to anyone;
- evaluate the proposals strictly in accordance with the Rated Criteria descriptions;
- evaluate proposals solely on information contained therein, not on the committee's previous knowledge of the proponent or its business;
 - if you have concerns about the firm which you feel may not be represented truly or accurately, you can use the "Stage IV – Presentation or Interview" process as a vehicle to provide clarification;
- Clarifications with proponents may be required, but can only be carried out under the direction of the Buyer.

Evaluation Instructions ... Cont'd.

- Score the proposals strictly in accordance with the established points ratings and complete the comment area of how you came up with the score. Provide positive feedback as well as areas for improvement in your comments.
- Committee members should declare any conflict of interest, and such information should be reviewed with Supply.
- Any communication with the proponent must be facilitated/approved by Supply.
- The period from RFP publication to award is considered the "Blackout period" and no information in respect to the RFP or evaluation can be shared with individual firms. Divulging any information during this period may damage the integrity of the process and may result in the cancellation of the RFP or disqualification of a proponent.
- Further discussion with vendors after the Blackout period needs to be restricted and no information in respect to the Evaluation can be shared with anyone other than in the debrief session (if requested) which is managed by Supply.



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Evaluation Instructions ... Cont'd.

Recommended Evaluation Process:

- Each committee member should assess responses independently of each other and assign their own individual scores. Evaluators should also start with different proposals so that no one response would accidentally (or deliberately) become the standard by which all the others were judged.
- Once everyone had marked the response, the evaluation team will meet to discuss and resolve any major differences in scores, such as 2 and 8 (or wider differences).
- The aim is to broadly agree on scores with minimal differences. The scores can be either added together, averaged or a single marking agreed by consensus – whichever approach is agreed by the committee and then multiplied by whatever was the previously agreed weighting.
- Evaluators must make comments within the evaluation spreadsheet to support scores. These comments will be collated and agreed by all members of the committee. These comments will provide an audit trail leading up to the decision and form the basis of any debrief.
- Remember, all proponents have a right to and may request a de-brief post award.

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Evaluation Instructions ... Cont'd.

Evaluation Rating Guideline

- Proposals will be evaluated and ranked according to the outline below. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The evaluation will be based on a 0 to 10 scale.
- Note: **Partial ratings are not valid** (example: No 4.5 or 5. Rating should be even numbers as indicated in the chart below).

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; high probability of success.
6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

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Evaluation Timelines

Task	Typical Timelines	Responsible
Evaluation & Bid Summary Award	1 – 3 weeks	Evaluation Committee
Award Recommendation and Contract Letter	1 – 2 weeks	Supply
Formal Award & Document Collection (insurance, etc.)	1 week	Supply

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