

<b>Evaluation Criteria</b>	<b>Section: Procurement Number: 1.9</b>
<b>Approved: April 11, 2022</b>	<b>Page: 1 of 2</b>
<b>Revised:</b>	<b>Scope: All Employees</b>

**POLICY:**

Community Living Oakville (CLO) will ensure evaluation criteria is used by the Evaluation Team to determine which bid should be selected in a competitive process.

**SCOPE:**

This policy pertains to any document where CLO has gone out with a formal request for pricing i.e. Request for Quote (RFQ), Request for Proposal (RFP) and Request for Tender (RFT).

**PROCEDURE:**

All evaluation criteria and processes must be fully disclosed in the request for procurement document. Not only the price but quality, quantity, transition costs, delivery, servicing, environmental considerations, the capacity of the supplier to meet requirements of procurement, experience, financial capacity of the supplier and any other criteria directly related to the procurement can be used.

Information cannot be requested that will not be evaluated or affect the evaluation process.

Each bid submission is verified for compliance. **Materially non-compliant submissions will be rejected.** This might be defined as numerous misses or a single significant event such as an unacceptable predetermined delivery date to an extent it would affect CLO's ability to meet our support needs or a mandatory field that impedes the of the bid to be fully rated against possible submissions. Only the compliant submissions will proceed to the balance of the evaluation process.

Full disclosure of the evaluation methodology and process must include the following:

- A clear explanation of the mandatory requirements, any rating of pass or fail needs to be identified and how the vendor would receive a pass or fail

## Financial Manual

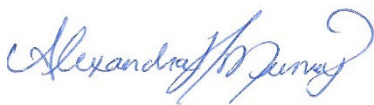
- All weights, including sub-weights, for rated requirements; where a supplier fails to meet a stated minimum score for rated requirements no further evaluation will take place
- Description of any short-listing processes including minimum rated score requirements
- The role/weighting, if applicable, of reference checks, oral interviews, demonstrations and trials
- Descriptions of the price/cost evaluation methodology including the use of scenarios, estimated quantities in the evaluation process to determine costs for specific volumes and/or service levels. The evaluation of price/cost must be undertaken only after completion of the evaluation of the mandatory requirements and any other rated criteria for all bids

If no acceptable bids are submitted i.e. significantly over budget, does not meet CLO's requirements or does not represent a fair market value, a revised solicitation can be issued in an effort to obtain an acceptable bid. **Proposals re-issued should have a material change in the request.**

If no bids are acceptable and it is not reasonable to go through any other method, CLO may choose to negotiate directly with the highest rated bidder as long as this is stated in the original proposal.

Any proponent whose submission is rejected during the evaluation process will be notified of the rejection in writing as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details must be kept confidential.

**Approved by:**



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**Executive Director**

April 11, 2022

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**Date**



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**Board President**

April 11, 2022

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**Date**