

**Evaluation Criteria and Basis of Selection**

**RFP: Professional Services for Feasibility study of supplemental area Clinical Trial Manufacturing Facility**

**Bid Evaluation Process:** The proposal will be evaluated and scored in accordance with the specific criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder’s response.

**Basis of Selection:** Highest combined technical score (70%) and price (30%) with a minimum consensus score of 70%.

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation.
- (b) meet the mandatory evaluation criteria;
- (c) obtain the required minimum consensus score of 70% of the points for the technical evaluation criteria (*Rated Requirements*); and

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

The responsive bid(s) with the highest combined technical score (70%) and price (30%) according to the evaluation process as described above will be recommended for award of a contract (s).

NRC may accept minor non-compliances at its sole discretion. Minor non-compliances may be defined according to NRC’s own interpretation only.

**Mandatory Requirements**

Proposals must address the mandatory requirement described below. This will be evaluated as either “Yes” or “No”. Failure by bidders to meet the mandatory requirement will render the bidder’s proposal non-responsive and it will not be considered further.

Proposals should clearly identify the firm’s ability to meet the mandatory requirement (e.g., provide relevant proposal page numbers against the mandatory requirement). NRC reserves the right to seek further validation of any mandatory compliances.

*Table 1: Mandatory Requirements*

Mandatory Requirements		
Requirement	Mandatory Criteria	Yes/No
M-1 At least one vaccine project was completed after 2017	The consultant needs to include a technical summary sheet of at least one *biomanufacturing vaccine project completed between 2018 and 2023.	
M-2 Work Language	<p>M-2.1 At least half of the engineering team members (<b>on-site</b>) must be able to write and speak French and English (intermediate level).</p> <p>M-2.2 The consultant project manager must have advanced level of French to participate in coordination meetings which may be conducted only in French.</p> <p><a href="https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/clients/competences-proficiency-eng.html">https://www.tpsgc-pwgsc.gc.ca/app-acq/sat-ths/clients/competences-proficiency-eng.html</a></p>	

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Rated Requirements

Bidders must receive a minimum consensus score of 70 points in the Rated Requirements to be considered responsive and considered further.

Table 2: Rated Requirements

Rated Requirements			
Requirement	Evaluation Criteria	Maximum Score	Bidder to Reference Section / Page in Proposal
R-1 Good Manufacturing Practices (GMP)	<p>The project team should have extensive knowledge of, and demonstrated experience with, the Canadian Good Manufacturing Practices (GMP), the current Good Manufacturing Practices (cGMP) of the FDA and GMP of the Eudralex.</p> <p>R1.1 The organization has experience in working on a *biomanufacturing vaccines project 2 points per project to a maximum of 10 points. <b>(10 pts)</b></p> <p>R1.2 The project manager should at a minimum have 15 years experience in GMP &amp; pharmaceutical environment. Points will be prorated** based on years of experience <b>(15 pts)</b></p> <p>R1.3 Discipline leads should have at least 10 years' experience in GMP &amp; pharmaceutical environment 3 points per lead (Mechanical, Electrical, Architecture, Process and CQV) prorated** for a maximum of 15 points. <b>(15 pts)</b></p> <p><b>*Definition biomanufacturing vaccines:</b> design of a facility that produce vaccine in a bioreactor with process equipment.in production and purification.</p> <p><b>** Points will be prorated</b> for a maximum number if all criteria are met. Example: if the total year of experience of the project manager is below 15, the years of experience will be divided by 15 and then multiplied by 10 to get the final rating.</p>	<b>40 points</b>	

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<p>R-2 Demonstrated understanding of the work and its execution</p>	<p>The proposal should demonstrate a clear understanding of the work and the problems that might be encountered. Repeating the statements contained in the Statement of Work alone is not sufficient to demonstrate understanding of this requirement. This demonstrated understanding of the work should include:</p> <ul style="list-style-type: none"> <li>• overview of the issues involved <b>(5 pts)</b></li> <li>• description of the methodology/approach being proposed <b>(8 pts)</b></li> <li>• details on how the proposed methodology/approach will be carried out to ensure the results are valid and reliable <b>(10 pts)</b></li> <li>• A documented finding of challenges and risks associated with the proposed undertaking, including any impact on project quality, costs or timing, and demonstrating the capacity to propose solutions and strategies to addressing these challenges <b>(7 pts)</b>.</li> </ul> <p>See Annexe C - Evaluation grid criteria</p>	<p><b>30 points</b></p>	
<p>R-3 Project work plan and level of effort</p>	<p>The proposal should include:</p> <ul style="list-style-type: none"> <li>• an outline of the proposed work strategy, final report table of content and schedule in GANTT chart (including milestones) <del>chart</del>, including the proposed method of project management coordination and liaison with the NRC <b>(20 pts)</b>;</li> </ul> <p>See Annexe C - Evaluation grid criteria</p>	<p><b>20 points</b></p>	
<p>R-4 General impression</p>	<p>Overall comprehensiveness and rigour of the proposal.</p> <ul style="list-style-type: none"> <li>• (clarity, conciseness, structure, methodology, consistency) (2 pts each)</li> </ul> <p>See Annexe C - Evaluation grid criteria</p>	<p><b>10 points</b></p>	
<p><b>Total</b></p>		<p><b>100 points</b></p>	

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**1.3 Financial Requirements**

Bids must meet the mandatory financial criteria specified in the table inserted below. Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

Financial proposal must be submitted using Pricing Table provided below.

*Bidders must submit their financial bid in Canadian funds and in accordance with the pricing table provided. The Bidder must complete this pricing schedule and include it as a separate attachment in the electronic bid submission.*

The Bidder's all-inclusive per diem rates in response to the RFP and resulting contract will apply to where the Work is to be performed in Canada as may be specified in the RFP and the resulting contract.

All-inclusive per diem rates and other expenses included in the pricing below must include the total estimated cost of all additional expenses need to be incurred for Work described in the Statement of Work.

Project Team (Please list Project Lead and staff)	QUOTED ALL-INCLUSIVE PER DIEM RATE/Hour* (in Can \$) (A)	Estimated Level of Effort (B)	Total Estimated Cost (in Cdn \$) [A x B]
<b>Total Estimated Cost (A x B for all proposed resources):</b>			\$
<b>Other Expenses such as travel, supplies, communications etc.</b>			\$
<b>Total Bid Price (Total Estimated Cost + Other Expenses):</b>			\$

\*a normal work day is 8 hours per day.