

Enterprise IT Procurement

Shared Services Canada

EVALUATION CRITERIA FOR AGILE PROCUREMENT CONTRACT DRAFTER

R1. Experience in contract drafting (Up to 25 points)

During the last five (5) years, how many months of your workdays were dedicated to producing contract documents? For the purpose of this question, “workdays” mean at least 50% of your working time.

Definition for R1:

Producing contract documents refers to a combination of at least two of the following activities: filling or configuring the solicitation documents (e.g.: Request For Information, Request For Proposal, Request For Quote) or contract template documents (e.g.: Standing offer, Supply Arrangement, etc); leading and facilitating work sessions to draft any solicitation or contract document including review Statement of Requirements or Statement of Work, review and draft any type of contracting documents; prepare briefing to management in relation with a solicitation or a contract.

Month: Refers to at least 10 business days in the calendar month.

Allocation for R1:

1. Points for experience will be allocated as follows:
 - 50 months and more = 25 points
 - 40 months and more = 20 points
 - 30 months and more = 15 points
 - Less than 30 months = 0 points

R2. Capacity to produce contracting documents (up to 10 points)

The candidate should present a solicitation or contract document they have drafted and explain its drafting process.

Points will be allocated for the candidate that demonstrates the following evidence:

- Has a logical drafting process
- Is implementing a method to find and correct contradictions in documents
- Is implementing a method to find and correct numbering mistakes
- Is implementing a method to find and correct reference mistake
- Any other elements that demonstrate the drafting capacity

Allocation for R2:

For each of the evidence listed above, the points will be allocated as follows:

The evidence is demonstrated = 2 points; The evidence is partly demonstrated = 1 point; The evidence is not demonstrated = 0 points.

R3. Experience in agile procurement (up to 15 points)

During the last five (5) years, how many months of your workdays were dedicated to produce agile procurement. For the purpose of this question, “workdays” mean at least 30% of your working time.

Definition for R3:

Work on agile procurement refers to a combination of some or all least two of these activities :

Develop problem statements and challenges, configuring agile procurement documents, facilitate sessions to draft agile solicitation or contract documents, review agile contracting documents, prepare briefing in relation with an agile solicitation or a contract.

Month: Refers to at least 10 business days in the calendar month.

Allocation for R3:

1. Points will be allocated as follows:
 - 50 months and more = 15 points
 - 40 months and more = 10 points
 - 30 months and more = 5 points
 - Less than 30 months = 0 points

R4. Experience in facilitation with vendors (up to 10 points)

In the last two (2) years, have you facilitated consultation sessions with vendors?

If yes, provide and describe two (2) examples.

Facilitate consultation session with vendors refers to the following evidence:

- Identify the objectives of the consultation
- Prepare the material for the consultation session
- Work with virtual collaboration tools such as *Mural*, *Miro* or *Slido*
- Facilitate collaborative sessions with a group of four (4+) and more participants
- Prepare summary of feedback received such as “*What we heard*” report.

Evaluation for R4:

For each of the evidence listed above, the points will be allocated as follows:

The evidence is demonstrated = 2 points; The evidence is partly demonstrated = 1 point; The evidence or not demonstrated = 0 points.

R5. Experience in IT procurement (up to 15 points)

How many months in the last five (5) years have you been responsible for procuring IT goods and services?

Definition for R5:

Responsible for procuring IT goods and services refers to all or any of the following activities:

- Prepare IT procurement documents (e.g.: Request For Information, Request For Proposal, Request For Quote, Standing offer, Supply Arrangement)
- Review IT statement of requirements,
- Prepare briefing in relation with IT solicitations and contracts.

Month: Refers to at least 10 business days in the calendar month.

For better understanding of the IT procurement documents, please refer to the following links:

[Supply Manual Glossary - Buyandsell.gc.ca](http://Buyandsell.gc.ca/SupplyManualGlossary)

[Standing Offers and Supply Arrangements - Buyandsell.gc.ca](http://Buyandsell.gc.ca/StandingOffersandSupplyArrangements)

Evaluation for R5:

Points will be allocated as follows:

- 50 months and more = 15 points
- 40 months and more = 10 points
- 30 months and more = 5 points
- Less than 30 months = 0 point

Technical evaluation points grid:

Criteria	Points
R1. Experience in contract drafting (solicitation and contracts)	25
R2. Capacity to produce contracting documents.	10
R3. Experience in agile procurement	15
R4. Experience in facilitation with vendors	10
R5. Experience in IT procurement	15
Total	75
Passing Mark (60%)	45

Contractors must obtain the Passing Mark for the Technical evaluation at a minimum in order to proceed for the Price Proposal evaluation step. Failing to obtain the Passing Mark will disqualify the Contractor from being considered for the Price Proposal evaluation, and Contractor will therefore not be ranked for the overall score.

Price proposal evaluation:

Indicate the combined blended *Daily Rate* for the Contractor's Contract drafters, then indicate the *Annual Rate* which is based on the *proposed Daily Rate * 100 days/year = Contract Drafter annual rate*

Resource	Firm Blended All-inclusive Daily Rate	Estimated Work days	Subtotal
Agile Contract Drafter	\$	100	\$
Annual Total			\$

Note: Contract drafter proposed Daily Rate is based on a 7.5 hours/work day

Total value of 25 points:

- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio is 25%

Contractor selection methodology:

The combined total of Technical and Price proposals will determine the overall score.

The sum of the Technical for **75 % and** Price proposal for **25%** for a total of 100%