

**RFSO 23-58079**  
**ANNEX B**  
**Evaluation Criteria**

**Offer evaluation process**

The offer will be evaluated and scored according to the evaluation criteria described below. It is imperative that these criteria be addressed in sufficient depth in the offer to fully describe the Offeror's response.

**Step 1) Evaluation based on mandatory criteria:** Offers will be evaluated to determine whether all the mandatory requirements described in this Annex B (Table 1) have been met. Only offers that meet ALL mandatory requirements will be evaluated in accordance with Step 2.

**Step 2) Evaluation based on point-rated criteria:** Offers will be evaluated and scored according to the evaluation criteria described in this Annex B (Table 2). Any offer that fails to achieve a minimum average score of 75% (75/100) will be deemed non-compliant and will be excluded from the evaluation process.

**Step 3) Selection method:** Mandatory requirements must be met. A minimum average score of 75% is required. Offers with the highest Technical Merit within the maximum budget of \$85,000 CAD for the initial project and call-up.

To be declared compliant, offer must:

- A) Comply with all the requirements of the Request for Standing Offer and;
- B) Meet all the mandatory evaluation criteria and;
- C) Obtain the required passing mark of 75% of the points for the technical evaluation criteria which are subject to point rating.

Offers not meeting all three (3) steps will be declared non-compliant.

**Step 4) Award of contract:** The compliant Offeror(s) with the highest score(s) within the maximum budget for the initial project and call-up, will be recommended for issuance of a Standing Offer. A minimum of three (3) Standing Offer Agreements will be established as a result of this Request for Standing Offers.

**1.1 Mandatory requirements**

Offers must meet the mandatory requirements described below (Table 1). Compliance will be evaluated according to the possible answers "yes" or "no." Failure by Offeror to meet any of the mandatory requirements will render its offer non-responsive, and it will be excluded from the evaluation process. Offers must clearly describe the company's ability to meet the mandatory requirements (e.g., provide page numbers related to the mandatory requirement).

**Table 1: Mandatory requirements**

Mandatory requirements		
Requirement	Mandatory requirements	Reference to offer [to be inserted by supplier]
M1	The Offeror must propose a team and identify the key personnel who will work on the project. The Offeror must propose a lead consultant who can provide professional services in both English and French (written and oral) and who can facilitate focused discussions in both languages. The lead consultant must have at least five (5) years of experience in the last seven (7) years in event design, execution and organization. The lead consultant will be NRC's main point of contact. CV must be provided.	

M2	<p>The Offeror must demonstrate experience in the professional organization of virtual activities (e.g., conferences) within the last five (5) years. A minimum of three (3) projects and descriptions must be provided. Each project must include the following:</p> <ul style="list-style-type: none"> <li>• Client contact name;</li> <li>• Client organisation name;</li> <li>• Event name;</li> <li>• Number of participants;</li> <li>• Start and end dates of the event;</li> <li>• Mode of delivery;</li> <li>• Project descriptions;</li> <li>• References (must include email and phone numbers).</li> </ul> <p>All projects must demonstrate the Offeror's experience in organizing activities corresponding to the statement of work (Annex A) and hosting up to 2,500 participants.</p> <p>NRC reserves the right to contact references to validate information.</p>	
M3	<p>The Offeror must certify that the team members proposed in its offer will be available to begin performance of the work within five (5) working days of contract award and will remain available to perform work in connection with the fulfillment of the requirement. Any proposed substitution of team members after contract award is subject to the approval of the Project Manager, and proposed replacements must meet or exceed the same qualification criteria.</p>	
M4	<p>The maximum budget is \$85,000 CAD (excluding taxes) for the initial project and call-up. The Offeror must propose a summary of fees and cost breakdown to demonstrate that the cost will not exceed the maximum budget by completing the pricing matrix in Annex C.</p>	

## 1.2 Management and technical evaluation

**Table 2 Evaluation criteria**

	Rated Criteria	Maximum score	Reference to offer [to be inserted by supplier]
R1. Project team and organization of virtual activities	<p>The technical offer must demonstrate that the Offeror has sufficient experienced and qualified personnel available to complete all deliverables in the statement of work in a timely manner. The offer must include a list of proposed project team members and a summary of their expertise. (5 points)</p> <p>Identify the lead consultant who will be the NRC's primary point of contact for the initial project and call-up, provide their CV and demonstrate their experience in projects of similar scope and describing the areas of responsibility assumed on each project. (5 points)</p> <p>The Offeror must demonstrate its ability to provide back-up resources, including demonstration of a contingency plan in</p>	/35	

	<p>the event that highly qualified personnel are unable to complete the project. (10 points)</p> <p>Demonstration of experience in organizing virtual activities over the past five years (e.g., conferences). A list of at least three activities that have taken place in the last five (5) years, including names, number of participants, dates, mode of delivery, and links to relevant web pages should be provided. In particular, projects must demonstrate the Offeror's experience in organizing activities corresponding to the statement of work (Annex A) and hosting up to 2,500 participants. (15 points)</p>		
R2. Project and resource management	<p>The technical offer should include a work plan, including the methodological approach, suggested platforms, tasks, key milestones, and modes of interaction.</p> <p>In addition, Offerors must demonstrate a clear understanding of the work to be carried out, the need for a flexible approach, and the issues that may arise. This demonstrated understanding should include an overview of potential problems, possible constraints and difficulties associated with the mandate, as well as proposed solutions to address these difficulties.</p> <p>Points will be awarded for the following elements:</p> <ul style="list-style-type: none"> <li>• Overall completeness and rigour of the offer, including clarity and logical presentation of proposed project steps. This includes the description of key timelines and milestones. (5 points)</li> <li>• Description of the appropriate level of effort required by the project, including allocation of appropriate personnel to specific tasks and contingency plan. This includes a presentation of the resources required to complete the project via Annex C. (15 points)</li> <li>• Description of the processes for managing the project to ensure the success of the Symposium and reach the target audience. The offer must also clearly demonstrate the company's proposed method of coordination and liaison with stakeholders and the NRC project manager. (5 points)</li> <li>• Discussion of potential challenges or risks associated with the proposed project, including any impact on project quality, costs or schedule, and demonstrated creativity in proposing solutions and strategies to address these challenges (5 points).</li> </ul>	/30	
R3. Technical management	<p>Demonstration of advanced knowledge of the options and approach required in relation to technology management (either as the main supplier or via third parties) for virtual activities as described by the Statement of Work (SOW).</p>	/30	

	<p>Points will be awarded for the following elements:</p> <ul style="list-style-type: none"> <li>• Broadcasting and technical production (10 points)</li> <li>• Simultaneous translation, sign language and subtitling (5 points).</li> <li>• Submission of electronic posters by participating researchers and options to encourage networking between poster authors and other participants. (10 points)</li> <li>• Discussion of challenges related to technology selection for similar projects e.g., impact of limited bandwidth, user-friendly interface and ease of use by participants, national context of the project. (5 points)</li> </ul>		
R4. Knowledge of the Government of Canada's business environment	Offerors should demonstrate knowledge and experience of procedures, legislative requirements, and policies governing communications, financial transactions and business ethics of the Government of Canada including accessibility, protection of personal information, web usability, web interoperability, optimization of websites and applications for mobile devices by including a description of how data and information will be collected and managed.	/5	
<b>Total</b>		<b>/100</b>	
<b>The minimum score is 75/100.</b>			