

1. Evaluation and Selection Methodology

By submitting a bid, the bidder agrees to be bound by the process set out in this solicitation regarding the conduct of this solicitation and the evaluation of bids, as further described in Part H - Form of Tender.

While there are several steps identified, the fact the City has proceeded to a later step shall not necessarily mean that the City has conclusively determined that the bidder has passed all of the preceding steps. The City reserves the right to conduct steps of the evaluation in parallel or concurrently.

Step	Evaluation Stage Description	Weighting
1	Compliance Assessment	Pass/Fail
2	Financial Evaluation	90 evaluation points
3	Vendor Performance Management (VPM) Evaluation	10 evaluation points
4	Due Diligence	N/A
5	Basis of Award	N/A
6	Debriefing	N/A
	Total points available	100 evaluation points

Step 1 – Compliance Assessment

Bids will be evaluated to determine if the bid is responsive to the requirements of this solicitation. Only bids which have been determined to be responsive will then be evaluated in accordance with Steps 2 through 6 below.

Step 2 – Financial Evaluation

The financial points shall be based on the percentage difference between a bidder's price and the lowest responsive bid. The lowest responsive bid will be calculated based on the Total Tender Price (HST excluded), minus any prompt payment discount offered. The lowest responsive bid will receive the full awarded points and other bids will be allocated points pro-rata to the extent they exceed the lowest responsive bid.

$$\text{Full Points} - \left[\frac{(\text{Financial Bid}) - (\text{Low Responsive Bid})}{(\text{Lowest Responsive Bid})} \right] = \text{Total Financial Points}$$

Example:

Bidder A's bid is \$95. Bidder A would receive 90.00 financial points

$$90 - \left(\frac{(\$95.00 - \$95.00)}{\$95} \times 90 \right) = 90 \text{ financial points}$$

Bidder B's bid is \$100. Bidder B would receive 85.26 financial points.

$$90 - \left(\frac{(\$100.00 - \$95.00)}{\$95} \times 90 \right) = 85.26 \text{ financial points}$$

Step 3 – Vendor Performance Management (VPM) Evaluation

In its evaluation and selection process, the City will be taking into consideration the overall vendor scores (OVS) of bidders as calculated in the City's VPM System.

The VPM points will be determined by multiplying a bidder's OVS, as recorded in the City's VPM System on the solicitation posting date, by 0.1 (10%).

Example:

Bidder A's OVS is 80 – Bidder A would receive 8.00 VPM points.

$$80 \times 0.1 = 8.00 \text{ VPM points}$$

Bidder B's OVS is 79 – Bidder B would receive 7.90 VPM points.

$$79 \times 0.1 = 7.90 \text{ VPM points}$$

For the purpose of evaluating its bid, a bidder who does not have an OVS recorded in the VPM System will be provided a score equal to the construction industry average OVS, as recorded in the VPM System on the solicitation posting date.

The construction industry average OVS that will be applied in the evaluation of any bidder who does not have an OVS recorded in the VPM System as of the solicitation posting date is [Click or tap to enter a date..](#)

Bidders should note that where the construction industry average OVS has been used for the purposes of evaluating a bidder that does not have an OVS in the VPM System, that bidder shall not be permitted to bypass a bidder who has a VPM vendor score recorded in the VPM System and has submitted the lowest responsive bid.

Joint Ventures

If a bidder is submitting a bid as a joint venture, the joint venture will be provided an overall vendor score equal to the average of the individual overall vendor scores of the members comprising the joint venture as recorded in the VPM System on the solicitation posting date for bid evaluation purposes. If one or more members of the joint venture do not have an overall vendor score recorded in the VPM System, those members will each be provided the construction industry average OVS to calculate the overall vendor score of the joint venture for bid evaluation purposes.

A bidder submitting a bid as a joint venture, where one or more members comprising the joint venture has been provided a VPM vendor score equal to the construction industry average OVS for bid evaluation purposes shall not be permitted to bypass a bidder who has a VPM vendor score recorded in the VPM System and has submitted the lowest responsive bid.

Step 4 – Due Diligence

The City, in its sole discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a bidder's submission. The City may seek clarification of any of the elements contained in the submission and seek the information as outlined in **Article 12 –Qualifications and Experience**. Bidders are expected to cooperate in providing clarification on any of the components of their submission. Submissions that fail to satisfy the due diligence phase will not be given any further consideration.

Bidders may be required, and shall diligently do so if requested by the City, to furnish supplemental information concerning their submissions. Generally, diligently shall mean within twenty-four (24) hours of such notice being given by the City.

Step 5 – Basis of Award

The City intends to award a contract on the basis of “best overall value” to the City as determined by the bid which:

- Is compliant to the terms, conditions and specifications of the solicitation;
- Achieves the highest combined score in the evaluation of the Financial Score and VPM Score
 - 90 points for financial evaluation + 10 points for VPM evaluation = 100 points for combined score
- Satisfies all the requirements identified during the due diligence phase.

Step 6– Debriefing

Bidders are entitled to request a debriefing from the City of how their submission was evaluated. Debriefing sessions should be requested within 10 days following the conclusion of Step 5 of the evaluation process.