

Evaluation Process Guideline

The evaluation process must be fair, defensible and transparent and must comply with the evaluation methodology disclosed in the solicitation document.

- Where the procurement process involves the evaluation of multiple criteria, the contract is awarded to the highest scoring bidder.
- Departments are responsible for establishing the evaluation team and conducting the evaluation process. A minimum of two evaluators must participate in the evaluation process and a representative of the Purchasing Department will serve as a facilitator and advisor to the evaluation team. The evaluation team must ensure that the evaluation plan as indicated in the solicitation document is followed and that the scoring of the bids is defensible.
- All evaluation team members must sign a declaration in Bonfire stating that they have no conflicts of interest in respect of the procurement process and agreeing to keep the content of bids and the evaluation confidential.
- During the procurement process all communication with potential bidders should be coordinated through the Purchasing Department.
- Each individual evaluator should review each bid individually. Each bid should be evaluated on its own merits. Evaluators must evaluate using the pre-established evaluation criteria and weightings as set out in the solicitation document and loaded in Bonfire and must only evaluate the materials included in the bidder's bid, and if applicable to the particular project, a bidder's presentation.
- Individual evaluators should make notes, including their scores and any comments supporting their scores based on the established evaluation criteria (this should be done inside Bonfire). Evaluators must remember that all evaluation notes are potentially subject to public release under access to information legislation and therefore all written comments must be fair, defensible and transparent.
- If an evaluator believes clarification is needed in respect of information contained in a bid, they should make a note of it for discussion with the Purchasing Department. Under no circumstances should an evaluator attempt to contact or communicate directly with a bidder.
- Once all evaluators have conducted their individual evaluations, the Purchasing Department will identify those evaluation criteria where the scores assigned by individual evaluators fall outside of an acceptable range. If appropriate, the entire evaluation team should meet to finalize their scores in accordance with the Enhanced Consensus Scoring Protocol. Purchasing will coordinate and manage the Enhanced Consensus Scoring meeting.

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- During the Enhanced Consensus Scoring meeting, if the evaluation team wishes to seek clarification from a bidder in respect of information contained in its bid, the evaluation team must consult with the Purchasing Department. The evaluation team should prepare a draft of the clarification questions it proposes to ask the bidder for review by the Purchasing Department. If determined to be appropriate, the Purchasing Department will send the clarification request to the bidder. The bidder's response will be provided to the Purchasing Department. The Purchasing Department will review the response from the bidder and, if it is determined to be appropriate, will provide it to the evaluation team.
- Once the evaluation of non-price factors has been completed and the scores for the non-price factors have been totaled, the evaluation of price will be factored, in accordance with the method set out in the solicitation document.
- The scores from the non-price factors and the scores from the evaluation of price will be added together and the bidders will be ranked based on their total scores. Following successful reference checks, internal reviews, and internal approvals; the top-ranked bidder will receive a written invitation to enter into the contracting process with the College.