# APPENDIX D – RFX PARTICULARS template

**(Note to Client: Only complete the areas below with the greyed-out text. The greyed-out text is included to provide guidance of what content is to be included. Once updated, delete the greyed-out text.)**

**For additional guidance in completing this document you may refer to the following resource materials located on the Purchasing Website:**

1. **RFx Particulars Template Guideline**
2. **RFx Particulars Examples**
3. **Document Drafting Protocol**

## A. THE DELIVERABLES (Do not delete this section heading. You may however, add new sub-sections if appropriate)

[\*\*Describe all information material to the Deliverables – provide an accurate description of the goods and services (including anticipated quantities) using neutrally drafted specifications\*\*]

## A.x ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES (AODA) (Do not delete this sub-section heading. Completion of this section is mandatory)

[If there are no applicable AODA considerations, type “This section intentionally left blank” and also provide an explanation as to why there are no applicable AODA considerations. Forms which do not comply with this requirement will be returned to the author and the RFx process will be put on hold until a compliant form is provided]

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was enacted with the goal of developing enforceable accessibility standards that would prevent and remove barriers in Ontario and ensure accessibility for all Ontarians.

Section 5 of the AODA requires the College to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. As such, completion of this section is **mandatory**, and in circumstances where it is not possible to complete this section an explanation as to why is required.

If you need further assistance in completing this section, you can refer to the following information on the [Purchasing Website](https://department.flemingcollege.ca/purchasing/policies-procedures/), or contact the Accessibility Facilitator:

(1) [the AODA Information for Procurement](https://department.flemingcollege.ca/purchasing/attachment/1597/download);

(2) [the AODA Overview Presentation](https://department.flemingcollege.ca/purchasing/attachment/1601/download);

(3) [the AODA Procurement Toolkit](https://department.flemingcollege.ca/purchasing/attachment/1615/download); and/or

(4) contact the Accessibility Facilitator.

## B. MATERIAL DISCLOSURES

[\*\*Disclose all information material to the contract that could affect the proponent’s decision to bid or the proponent’s submitted pricing, including but not limited to: unusual site conditions; unusual processes or procedures; delivery or performance restrictions; any uncommon risks. If there are no material disclosures, insert N/A \*\*]

## C. MANDATORY SUBMISSION REQUIREMENTS

### 1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

### 2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

### 3. Other Mandatory Submission Requirements

[\*\*Insert other mandatory submission requirements here, such as licences, certificates or other required forms or documents. Items should be included here only if they are essential to the evaluation process. Many potential mandatory submission requirements, e.g. proof of insurance, can be treated as pre-conditions of award instead, and be required only of the selected proponent. If there are no other mandatory submission requirements, insert N/A\*\*]

## D. MANDATORY TECHNICAL REQUIREMENTS

[\*\*Insert technical mandatory requirements that the proponent must demonstrate with respect to the Deliverables before rated criteria can be considered. These must be capable of assessment on a pass/fail basis, and should not be confused with performance requirements that the successful proponent must perform if awarded the contract. Failure to adequately meet these requirements may result in disqualification of the proposal. If there are no mandatory technical requirements, insert N/A \*\*]

## E. PRE-CONDITIONS OF AWARD

[\*\*Disclose any pre-conditions of award that must be met by the selected proponent before the contract can be awarded. For example, it is recommended that proof of insurance be required only of the selected proponent as part of the contract award process, rather than being a mandatory submission requirement required of all proponents. If there are no pre-conditions of award, insert N/A \*\*]

## F. RATED CRITERIA 🡪 (Note to Client: If the award decision will be based strictly on Price, then Rated Criteria won’t be used so you don’t need to complete this section. If Non-Price factors will be considered as part of the award decision then this section will need to be completed. Make your best attempt and Purchasing will provide assistance to finalize.)

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

[\*\*Insert any additional instructions on evaluation of rated requirements here, e.g. overall minimum thresholds, applicable tie-break protocols, general instructions on length of response, etc.\*\*]

|  |  |  |
| --- | --- | --- |
| **Rated Criteria Category** | **Weighting (Points)** | **Minimum Threshold** |
| i. Experience and Qualifications | [\*\*x points\*\*] | [\*\*Insert points or N/A\*\*] |
| ii. References | [\*\*x points\*\*] | [\*\*Insert points or N/A\*\*] |
| iii.[\*\*Set out Additional Criteria and Weighting and Describe Below\*\*] | [\*\*x points\*\*] | [\*\*Insert points or N/A\*\*] |
| **Pricing** (See Appendix C for details) | [\*\*x points\*\*] | [\*\*Insert points or N/A\*\*] |
| **Total Points** | [\*\*x points\*\*] | [\*\*Insert points or N/A\*\*] |

Suggested Proposal Content for Non-Price Criteria

[\*\*Set out the rated criteria in separate paragraphs and describe the information that proponents should include in their proposals for the purposes of the evaluation. Ensure the criteria correspond with the above table and be sure to include any information that you intend to evaluate. The text below is provided as an example\*\*]

i. Experience and Qualifications

Each proponent should provide the following in its proposal:

1. a brief description of the proponent;
2. a description of its knowledge, skills and experience relevant to the Deliverables; and
3. the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

ii. References

Each proponent is requested to provide three (3) references from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last **[\*\*Insert no. of years**\*\*] years.

iii.

[\*\*Include a separate paragraph for each of the evaluation criteria included in the table\*\*]