

All evaluation criteria must be clearly identified so that bidders know what information and documentation to provide in their proposals. Evaluation criteria should not unnecessarily restrict bidding opportunities which could result in a no bid situation and consequently wasting time by having to recall bids with less restrictive evaluation criteria.

It is important to remember that once a selection method is identified in the solicitation document, this method must be followed.

4.4 Bid Evaluation and Contractor Selection

A proposal rating guide must be developed by the Proposal Evaluation team, prior to bid closing or soon thereafter, for the evaluation of the proposals.

Copies of the technical and management proposal received (excluding the price proposal) are then sent to the client for evaluation. The price proposal is excluded to avoid any bias in evaluation of the technical proposals. The client's knowledge of pricing information could have a bearing on their objectivity in conducting a technical evaluation.

The client has exclusive responsibility for evaluating the technical proposal in accordance with the evaluation criteria outlined in the RFP. Once the client has completed the evaluation, the Contracting Officer shall review the scores. A consensus evaluation report should be prepared by the client and signed by all members of the Proposal Evaluation Team. The report will provide a detailed rating for each bidder, and the relevant weaknesses and strengths of their proposals.

If the Contracting Officer has any objection pertaining to the evaluation, he/she will return the results to the client with his/her comments for corrective action.

The selection of the contractor is then made in accordance with the selection method outlined in the RFP. Regret letters are sent by the Contracting Officer to the unsuccessful bidders. Upon request, debriefings are provided by the Contracting Officer to the unsuccessful bidders. Clients may be requested to assist the Contracting Officer where unsuccessful bidders challenge the rating and/or evaluation of their respective proposals.

4.5 Contract Negotiation and Award

In this phase, final contract negotiations of the price, contractual terms and conditions are carried out by the Contracting Officer. Contract approval is obtained in