

 YUKON ENERGY Goods & Services Guidelines GS-007	DEPARTMENT:	INQUIRIES TO:	TOPIC:
	All	Corporate Services	Evaluation Criteria Guideline
	ISSUED:	REVIEW DATE:	APPROVED BY:
	March 2006	February 2009	Director, Corporate Services

1.00 Purpose

1.01 The purpose of this guideline is to identify the procedure for developing relevant evaluation criteria and methods to weight the criteria to score a vendor response.

2.00 Procedure

2.01 Corporate Services, the requestor and/or the evaluation committee identifies criteria that are relevant to properly evaluate a vendor response. The number of evaluation criteria should not be so numerous so as to make it impossible for the evaluators to determine whether a vendor has satisfied them all.

2.02 The following are some examples of evaluation criteria that may be considered:

Technical: Include the vendor's understanding of the procurement; their management plan; the quality of the proposed design for certain goods; the experience and qualifications of key personnel; and vendor resources.

Qualifications of the vendor: The qualifications and experience of the vendor and, in particular, the project team members, including the consultants, proposed to be assigned to the project.

Experience/familiarity with similar projects: The vendor's performance record and/or familiarity with similar projects/scope with respect to such factors as control of costs, quality of the work, and the ability to meet schedules.

Availability of the vendor: The availability of key personnel, equipment, and facilities assigned to provide the goods and/or perform the services.

Cost: For the procurement of goods and nonprofessional services only, cost criteria include the vendor's proposed price (for fixed-price contracts); the realistic expected cost of performance, plus any proposed fixed fee (for cost-reimbursement contracts); and other costs, such as that of ownership, including transportation costs, and life-cycle costs (installation, operation, maintenance, security and disposal).

Financial strength: The financial strengths and weaknesses of a vendor affect its capability to respond to the needs of the corporation. Individual financial measures that may be examined include, but are not limited to, credit rating, capital structure, profitability, ability to meet interest and dividend obligations, working capital, inventory turnover, current ratio and return on investment.

Remote Geographic Support: With certain requirements of the corporation for remote geographical areas, support for local suppliers may need to be considered and given a weighting depending on a number of factors (size of award, type of service, etc.).

Ability To Satisfy The Corporation's Requirements: Includes but are not limited to following elements: quality, safety, price, continuity of supply, capacity, reliability, environmental profile and ethical compliance.

3.00 Ranking of Evaluative Criteria

3.01 The evaluation criteria should be properly weighted in accordance with its importance.

3.02 The evaluation criteria should be ranked prior to issuing any bids for the procurement of goods and/or services.

3.03 The evaluators may determine a minimum threshold score that a potential vendor will have to attain in order to be accepted or considered for pre-qualification.

4.00 Evaluation Assessments

4.01 The following types of evaluation assessments can be conducted at the Corporation's discretion:

- Formal assessments – Where an evaluation committee evaluates responses.
- Semi-formal assessments – Where the requestor evaluates responses.
- Other assessments tools – Other assessment tools can be used as mutually agreed and upon the discretion of Corporate Services and the requestor.

5.00 Scoring Responses

5.01 Corporate Services and the requestor use their discretion in determining how to score responses provided that it is not arbitrary.

5.02 The following are some methods for scoring responses:

- By adjective (excellent, good, fair . . .);
- Numerical (10, 9, 8 . . .); or
- Narrative and ranking. A narrative evaluation may be the most effective scoring procedure in situations where the evaluation committee must present its results to the board of supervisors. Narratives can communicate specific information that adjectives and numbers cannot.