**BIDDER’S**

**WORKBOOK**

# BIDDER’S WORKBOOK

 **Introduction**

The Bidder’s Workbook explains how Bids will be evaluated and ranked, provides pre-bid meeting instructions (if any), and includes the forms to be completed and submitted by the Bidder. Bidders must use the forms in the Bidder’s Workbook when preparing their Bid.

**Bid Evaluation and Ranking Method**

**Highest Score**

Ranking will be based on the highest scoring Bid that achieves the minimum required score for each component of the evaluation:

|  |  |  |
| --- | --- | --- |
| **Component** | **Evaluation Method** | **Minimum Required Score** |
| Mandatory Requirements | Pass/Fail | Pass |
| Technical Bid | Scored out of 100 points | 70 out of 100 (70%) |
| Financial Bid | Scored out of 50 points |  |
| **Total Score** | **Scored out of 150** |  |

Bids will be evaluated and ranked in accordance with the following steps:

## Mandatory Requirements

Bids will be reviewed to ensure they meet mandatory requirements. Bidders must confirm compliance with the mandatory requirements set out in the Mandatory Requirements Form and submit any information required to demonstrate compliance. If a Bidder confirms compliance with a mandatory requirement and the response is found to be inaccurate or misleading, the Bid may be disqualified. If a mandatory requirement is not satisfied, the Bid will be disqualified and will not proceed any further.

## Technical Bid Evaluation

Technical Bids will be evaluated based on the criteria, weightings and rating scale described in the Technical Bid Form.

Only Bidders achieving the minimum required score of 70% on the Technical Bid Evaluation will proceed to the Financial Bid Evaluation. Bidders not achieving the minimum required score will be disqualified.

If no Bidders achieve the minimum required score, the Municipality may elect to proceed to the Financial Bid Evaluation with the highest scoring Bid or may elect to cancel the RFP process.

## Financial Bid Evaluation

Bidders must provide all requested pricing information in accordance with the instructions in the Financial Bid Form. The Total Bid Price will be used to calculate each Bidder’s Financial Bid score.

Financial Bids will be scored based on a relative pricing formula using the Total Bid Price. Each Bidder’s score out of the maximum available 50 points will be calculated in accordance with the following formula:Financial Bid Score = lowest Total Bid Price $÷ $Bidder’s Total Bid Price $×$ 50

## Ranking

Following the evaluation of Financial Bids, the Bidders will be ranked from highest Total Score to lowest Total Score.

Total scores will be calculated as follows: Total Score = Technical Bid Score + Financial Bid Score

In the event of a tie in highest Total Scores, the top-ranked Bidder will be the Bidder with the highest Financial Bid Score (i.e. the lowest Total Bid Price).

**Bid Submission Forms**

The following Bid Submission Forms must be used in the preparation of Bidder’s Bid package:

|  |  |
| --- | --- |
| **FORM** | **REQUIRED?** |
| Mandatory Requirements Form | YES |
| Technical Bid Form | YES |
| Financial Bid Form | YES |
| Reference Form | YES |
| Submission Form | YES |

# Mandatory Requirements Form

## Mandatory Pre-Bid Meeting (if applicable)

## N/A

## Other Mandatory Requirements

Bidders must confirm compliance with the Mandatory Requirements set out below and submit any information required to demonstrate compliance.

|  |  |
| --- | --- |
| **Mandatory Requirements** | **Information Required to Demonstrate Compliance** |
| 1. Be licensed as a public accountant under the Public Accountancy Act;
 | YES or NO |
| 1. Have proven experience in auditing a complex and highly computerized municipality, or public organization, similar in size (total revenues) to the Municipality;
 | YES or NO |
| 1. Have well developed, professional auditing techniques and an effective system of control and review of audit work performed; and
 | YES or NO |
| 1. Have expertise and resources available to perform the audits in an expeditious manner and within required timeframes as stipulated in this RFP.
 | YES or NO |

# Technical Bid Form

**Instructions to Bidders**

Bidders must complete the table(s) below and submit this completed form as their Technical Bid.

**\*\* Cautionary Note for Existing and Prior Contractors \*\***

If the Bidder has previously contracted with the Municipality, the Bidder must not assume that its Bid will be evaluated based on the Municipality’s existing knowledge of the Bidder’s products, services, experience, or qualifications. Each Bid will be evaluated based on the actual Bid contents.

\*\*\*

**Rating Scale**

For Bidder’s information, this is the scale that will be used by the Municipality to rate responses.

|  |
| --- |
| **Rating Scale Used to Score Responses** |
| **Rating** **(% of available points)** | **Bidder Response** | **Description** |
| 0% | No Response | Response was not provided |
| 20% | Very Poor Response | Response provided but information is very limited or not relevant to the evaluation criteria. |
| 40% | Poor Response | Response does not satisfy the evaluation criteria or align with stated preferences or expectations and/or details provided are unclear. |
| 60% | Satisfactory Response | Response generally satisfies the evaluation criteria but lacks detail and does not provide clear justifications for deviations from stated preferences or expectations.  |
| 80% | Good Response | Response satisfies the evaluation criteria, provides sufficient detail and provides clear and compelling justifications for deviations from any stated preferences or expectations |
| 100% | Excellent Response | Response is detailed and comprehensive, clearly and completely satisfies the evaluation criteria, and meets or exceeds any stated preferences and expectations.  |

|  |  |
| --- | --- |
|  **Overview of Technical Bid Evaluation Criteria**  | **Weighting****(Out Of 100 Points)** |
| 1. COMPANY BACKGROUND AND CAPACITY
 | 15  |
| 1. PROJECT TEAM
 | 45  |
| 1. PROJECT GOVERNANCE AND METHODOLOGY
 | 20  |
| 1. PRELIMINARY WORKPLAN / LEVEL OF EFFORT
 | 20  |
|  Maximum Points Available for Technical Bid  | **100**  |

**Requested Bidder Information & Evaluation Criteria**

|  |  |
| --- | --- |
| 1. **COMPANY BACKGROUND AND CAPACITY**
 | **Maximum Points:  15**  |
|   **Requested Information:**  Bidders should provide the following information for evaluation: 1. A description of the Bidder’s firm, office locations, how many years the firm has been in business, number of employees and range of services currently offered.
2. A description of service departments and disciplines.
3. Provide the total aggregate number of years the Bidder has been providing similar services.

  **Criteria to be Evaluated (weighted equally):**  The Bidder’s response will be assessed based on the following sub-criteria: * The suitability of the breadth and scope of the services generally available from the firm.
* The number of years and amount of experience of the firm providing services of a similar size and scope.
 |
| **Bidders Response:** *<Insert Bidder’s Response>* *(Bidders to note: hyperlinks or website references should not be used and will be disregarded if used. Additional materials referenced in the response but provided as a separate document should be clearly identified in the document file name. If incorporated in the Technical Bid .pdf, the attachment should be appropriately identified by using a name like “Technical Bid - Appendix [#]”.)*  |

|  |  |
| --- | --- |
| 1. **PROJECT TEAM AND KEY INDIVIDUALS**
 |  **Maximum Points:  45**  |
|   **Requested Information:** 1. Provide CVs for the Key Individual(s) identified in the SOW that includes a description of at least 2 similar projects the Key Individuals have completed.
2. Describe the structure and members of the proposed Bidder team that will be assigned to the contract. Include internal reporting lines for each team member and provide a description of the role and responsibilities of each person as team member.

   **Criteria to be Evaluated (weighted equally):**  The Bidder’s response will be assess based on the following sub-criteria: * Key Individual(s) each satisfy any minimum criteria set out in the SOW, have the relevant experience and demonstrated experience performing similar roles on previous similar projects.
* Clear roles and responsibilities, reporting lines and accountability structure for all team members.
 |
|  **Bidders Response:** *<Insert Bidder’s Response>**(Bidders to note: hyperlinks or website references should not be used and will be disregarded if used. Additional materials referenced in the response but provided as a separate document should be clearly identified in the document file name. If incorporated in the Technical Bid .pdf, the attachment should be appropriately identified by using a name like “Technical Bid - Appendix [#]”.)* |

|  |  |
| --- | --- |
| 1. **PROJECT MANAGEMENT**
 |  **Maximum Points:  20**  |
|  **Requested Information:** 1. Describe how the project will be managed to ensure team members meet timelines, project risks and slippage are managed, the project stays on budget.
2. Describe the approach to reporting on project status, the type of information provided and how follow up actions are tracked.

  **Criteria to be Evaluated (weighted equally):**  The Bidder’s response will be assessed based on the following sub-criteria: * Bidder has an established process for managing project resources and timelines.
* Bidder has an established process for reporting on project status that demonstrates diligence in promptly addressing issues.
 |
| **Bidders Response:** *<Insert Bidder’s Response>* *(Bidders to note: hyperlinks or website references should not be used and will be disregarded if used. Additional materials referenced in the response but provided as a separate document should be clearly identified in the document file name. If incorporated in the Technical Bid .pdf, the attachment should be appropriately identified by using a name like “Technical Bid - Appendix [#]”.)*  |

|  |  |
| --- | --- |
| 1. **PRELIMINARY WORKPLAN**
 |  **Maximum Points:  20**  |
|  **Requested Information:** Bidders should provide the following information for evaluation: 1. Provide a preliminary workplan for the project described in the Statement of Work.
2. Set out each team member’s task in the execution of the work, explain the role of Contractor vs. Municipality, and provide the timing of each step.

  **Criteria to be Evaluated (weighted equally):**  The Bidder’s response will be assessed based on the following sub-criteria: * The Bidder’s proposed approach supports the production of high-quality work to be delivered on time and supports timely delivery and compliance with other requirements of the SOW.
* Roles and responsibilities assigned to Municipality staff are reasonable and consistent with the intent of the SOW.
 |
| **Bidders Response:** *<Insert Bidder’s Response>* *(Bidders to note: hyperlinks or website references should not be used and will be disregarded if used. Additional materials referenced in the response but provided as a separate document should be clearly identified in the document file name. If incorporated in the Technical Bid .pdf, the attachment should be appropriately identified by using a name like “Technical Bid - Appendix [#]”.)*  |

**Financial Bid Form**

**Instructions to Bidders**

Bidders must complete the table(s) below and submit this completed form as their Financial Bid. The completed form should be submitted as a single .pdf file and **submitted as a standalone form,** separate from the Technical Bid and other forms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SERVICE** | **FEE****2024 Fiscal Year** | **FEE****2025 Fiscal Year** | **FEE** **2026 Fiscal Year** | **FEE****Total 3-Year Fee** |
| Municipality of Kincardine Consolidated Financial Statement Audit  | $ | $ | $ | $ |
| Municipality of Kincardine Financial Statement Preparation | $ | $ | $ | $ |
| Municipality of Kincardine Trust Funds | $ | $ | $ | $ |
| Municipality of Kincardine BIA  | $ | $ | $ | $ |
| Other Disbursements(list disbursements and their associated fees) | $ | $ | $ | $ |
| **TOTAL ALL-INCLUSIVE BID PRICE** *Prices are exclusive of sales taxes, but inclusive of travel and lodging costs*  | **$** | **$** | **$** | **$** |
| **ADDITIONAL INFORMATION TO BE PROVIDED: Bidders are required to provide the underlying breakdown of staff levels, and staff time per level, that forms the above maximum price for each phase for the Municipality’s reference purposes. If this is not provided with the Financial Bid, it will be required from the Preferred Bidder as a condition of entering into the Contract and may be used for reference purposes.** |

**Note to Bidders**

* Price ranges are not permitted. If price ranges are proposed, the Financial Bid evaluation will be based on the highest price in the price range.
* If there are discrepancies between unit prices and the totals, the unit prices will be considered the basis of the Total Bid Price and the Total Bid Price will be recalculated for purposes of the evaluation.

**REFERENCE RATES (NOT EVALUATED) – for additional purchases, if any**

|  |  |
| --- | --- |
| **Position Category** | **Hourly Rate** |
|  |  |
|  |  |

**Payment Terms and Conditions**

1. All monetary values are to be stated in Canadian dollars and are exclusive of HST and other applicable taxes.
2. The above prices shall be fixed for the duration of the initial term of the Contract and except as expressly stated in the RFx document, the prices are all-inclusive rates including all labour, materials, photocopies, telephone charges, overhead, profit, taxes and all other costs associated with providing all the Work, materials, and carrying out the activities outlined in the Scope of Work and the Contract.
3. Unless otherwise expressly stated in the RFx document, prices are inclusive of travel and living expenses. Payment for exceptional additional travel and living expenses shall be processed as a change order and shall be in accordance with the Municipality’s travel expense policy and subject to pre-approval, in writing, from the Municipality.

**Invoicing**

1. Lump Sum Pricing. Invoices for Work priced based on the achievement of milestones, phases or deliverables (each a “deliverable”) may only be issued upon the Municipality’s acceptance of the deliverable.
2. Time and Materials Pricing. Invoices for Goods and Services based on unit pricing shall be based on the unit prices specified in the Contract based on (a) Goods accepted and (b) actual time providing Services, as applicable. Unless otherwise expressly set out in writing in the Contract, the total amounts invoiced may not exceed the Total Bid Price specified in the tables.

# Reference Form

Three relevant references must be provided. The highest ranked Bidder’s references will be contacted and asked to verify the information on the form and to answer the following two questions:

1. Overall, did the Bidder generally meet the organization’s expectations and requirements?
2. Would you work with this Bidder again in this capacity?

To “pass” the reference check, the Bidder’s references must confirm the accuracy of the information provided by the Bidder in the Reference Form and provide a positive response to questions above.

If a reference cannot be reached within a reasonable time or is unable or unwilling to provide a reference for any reason, the Bidder will be given one opportunity to provide an alternate reference. If the alternate reference can not be reached within a reasonable period of time or is also unwilling or unable to provide a reference, the selected Bidder will fail the reference check.

|  |  |
| --- | --- |
| Reference Organization name:  |  |
| Reference Contact person: |  |
| Address: |  |
| Email: |  |
| Phone number: |  |
| Engagement title:  |  |
| Description of Project (project size, completion date, role of Bidder): |  |
| Location: |  |

|  |  |
| --- | --- |
| Reference Organization name:  |  |
| Reference Contact person: |  |
| Address: |  |
| Email: |  |
| Phone number: |  |
| Engagement title:  |  |
| Description of Project (project size, completion date, role of Bidder): |  |
| Location: |  |

|  |  |
| --- | --- |
| Reference Organization name:  |  |
| Reference Contact person: |  |
| Address: |  |
| Email: |  |
| Phone number: |  |
| Engagement title:  |  |
| Description of Project (project size, completion date, role of Bidder): |  |
| Location: |  |

# Submission Form

## Bidder Information

|  |  |
| --- | --- |
| The full legal name of the Bidder: |  |
| The jurisdiction under which the Bidder was incorporated or otherwise established: |  |
| Bidder Address: |  |
| Bidder Contact Person (name, title): |  |
| Telephone: |  |
| Email: |  |

1. **Confirmation of Submission Forms**

|  |  |
| --- | --- |
| **FORM** | **CONFIRM** **INCLUDED** |
| Mandatory Requirements Form  |[ ]
| Technical Bid Form |[ ]
| References Form |[ ]
| **PACKAGED SEPARATELY:** |
| Financial Bid Form (.pdf) |[ ]

Important Notes

* Bids must be formatted using the Bidder’s Workbook forms and should be submitted as .pdf documents. While the .pdf documents may be either grouped together or submitted separately, the Financial Bid should always be submitted as a standalone .pdf form.
* If an external document is referenced in any Bidder responses, it is preferred that the document be submitted as a separate .pdf document.

## No Public Statements or Lobbying

The Bidder must not publish, issue or make any statements or news release, electronic or otherwise, concerning its Bid, or any other Bid, the RFP process, or the award of the Contract, without the express prior written consent of the Municipality.

The Bidder must not engage in any form of political or other lobbying whatsoever with respect to this RFP, or otherwise attempt to influence the outcome of the RFP process directly or indirectly by any manner whatsoever other than by submitting a Bid.

A failure to respect the above restrictions may lead to disqualification of the Bidder from the process.

## Certification: No Collusion or Bid Rigging

The Bidder certifies that:

1. the prices in their Bid have been arrived at independently from those of any other bidders;
2. the prices in their Bid have not been knowingly disclosed by the Bidder, and will not knowingly be disclosed by the Bidder prior to award, directly or indirectly to any other bidder or competitor; and
3. no attempt has been made, nor will be made, to induce any other person to submit, or not to submit a Bid, for the purpose of restricting competition.

## Certification: No Conflict of Interest or Unfair Advantage

The Municipality will reject a Bid if the Municipality determines there is an apparent, potential or actual conflict of interest or unfair advantage that, in the Municipality’s opinion, compromises the integrity of the competitive process or is incompatible with the Bidder’s impartial and unbiased performance of the Work, whether or not captured by the questions in this form. The Municipality’s determination on this issue will be final. If there is any doubt, the Bidder is expected to ask the Municipality for an opinion on whether a circumstance constitutes a disqualifying unfair advantage or conflict. A failure to do so is at the Bidder’s sole and exclusive risk.

The Bidder is required to certify that it does not have a conflict of interest or unfair advantage by answering yes or no to the following statements:

|  |  |
| --- | --- |
| The Bidder has access to confidential information of the Municipality that is relevant to this RFP process and is not available to other Bidders. | [ ] yes [ ]  no |
| The Bidder (including any employee or proposed team member) (a) was involved in the development of any of the RFx documents or (b) received advice from someone involved in the development of any aspect of the RFx document. | [ ] yes [ ]  no |
| The Bidder (including any employee or proposed team member) has previous or current business or personal relationships with any of the Municipality’s elected officials, employees or representatives that could create an appearance of bias or advantage in the Bid process or is incompatible with the impartial and unbiased performance of the Work. | [ ] yes [ ]  no |
| The Bidder (including any employee or proposed team member) has commitments, relationships or financial interests that could be, or might appear to be, incompatible with the impartial and unbiased performance of the Work.  | [ ] yes [ ]  no |
| 1. **If the answer to any of the above questions is “yes”, please set out the details below:**
 |
| 1. *<Insert details of potential conflict or unfair advantage in this form. Any potential conflict / unfair advantage should be disclosed as soon as possible to avoid an unnecessary expenditure of time preparing a Bid.>*
 |

## Acknowledgement: Confidential Information and MFIPPA

The Municipality will use reasonable efforts to protect pricing, commercial terms and other sensitive and confidential information provided by the Bidders and identified as being confidential information, but the Municipality accepts no liability if such information is disclosed.

The Bidder acknowledges that its name and total contract value will be publicly disclosed and that the Bid and any related information may be:

1. disclosed to the Municipality’s staff, advisors and consultants for the purposes of conducting the RFP process;
2. disclosed to the Municipality’s elected officials for the purposes of oversight and decision-making; and
3. subject to public disclosure in accordance with the *Municipal Freedom of Information and Protection of Privacy Act,* RSO, 1990 or any other applicable information or privacy legislation.

## Acknowledgement: Non-Binding RFP Process

The Bidder acknowledges and agrees that:

1. The RFP process is non-binding and does not create contractual obligations between the Municipality and the Bidder. There is no intention to enter into what is commonly referred to as “Contract A”, and no contractual relationship will be formed until the Municipality enters into contract with a Contractor for performance of the Work.
2. The Municipality is not obligated to award a contract to the highest ranked Bidder or any Bidder. The Municipality may accept or reject any Bid and may award a contract to any Bidder for all or part of the Work.
3. The Municipality may cancel the RFP at any time prior to execution of a contract for the Work and following cancellation, may re-advertise for new bids or negotiate a contract for the same or similar Work.
4. The Bidder is not obligated to enter into a contract with the Municipality and the Bidder may choose to withdraw its Bid at any time during the process.
5. The Bidder does not have any right to compensation in connection with the RFP process or its outcome, including claims for Bid preparation costs, loss of profit or loss of opportunity, and the Municipality will not be liable for any claim arising out of this RFP process.

 **ON BEHALF OF BIDDER, I ACKNOWLEDGE AND ACCEPT THE TERMS OF THE RFP PROCESS:**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Title:** |  |
| **Date:** |  |

This form may be executed by hand-written or electronic signature.