

HAMLET OF ENTERPRISE

BYLAW # 2023-149

“PROCUREMENT BYLAW”

Approved: July 12, 2023

Motion: #2023-238

**HAMLET OF ENTERPRISE
PROCUREMENT BYLAW 2023-149**

A bylaw of the Municipal Corporation of the Hamlet of Enterprise in the Northwest Territories to establish procedures for the making of contracts for and on behalf of the Hamlet.

WHEREAS pursuant to the *Hamlet's Act, SNWT 2003, c 22, sections 54 and 72(1)(j)*, the Hamlet has the power to enter into contracts for a municipal purpose and the procedure for the making of contracts for and on behalf of the Hamlet must be set out in a bylaw; and

WHEREAS Council wishes to provide direction and guiding principles for the procurement of goods and services by or on behalf of the Hamlet;

NOW THEREFORE BE IT RESOLVED that the Council of the Hamlet of Enterprise, at a duly assembled meeting, enact as follows:

1) SHORT TITLE

1.1 This bylaw may be sited as the "Procurement Bylaw."

2) DEFINITIONS

2.1 In this bylaw:

- a) **"As and When"** — means a form developed by the Hamlet of Enterprise that outlines the services a local business offers, and is willing to provide to the Hamlet of Enterprise on an "As and When" needed basis, and the cost of those services to the Hamlet;
- b) **"Bid"** – means a tender, proposal, quotation, an offer or submission received from a Vendor in respect of an Invitation to Tender, Request for Proposal, Request for Quotes, or other form of solicitation;
- c) **"Business License"** — means a certificate issued by the Hamlet of Enterprise that approves business to be conducted within the Hamlet's corporate boundaries;
- d) **"CETA"** – means The Canada-European Union Comprehensive Economic Trade Agreement;
- e) **"CFTA"** — means The Canadian Free Trade Agreement;

- f) **"Construction"** - means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, environmental assessment, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications for the Procurement;
- g) **"Contract"** - means a written, signed agreement for the procurement of goods, services or construction from a vendor, which may be evidenced by an agreement executed by the vendor and the Hamlet or a purchase order issued by the Hamlet to the vendor, whether agreed to by way of:
- i. Direct Purchase (DP);
 - ii. Request for Quotes (RFQ);
 - iii. Request for Proposals (RFP); or
 - iv. Invitation to Tender (ITT).
- h) **"Council"** — means the Council of the Hamlet of Enterprise;
- i) **"Council Resolution"** — means a decision made by the Hamlet of Enterprise Council, during a duly called Council Meeting that is documented with a resolution number;
- j) **"Direct Purchase (DP)"** — means acquiring a good, service or construction through a private invitation without posting a public advertisement;
- k) **"Emergency"** — means an unforeseeable situation of urgency in which a delay in the Procurement of certain Goods and/or Services could jeopardize the operations of the Hamlet, cause the Hamlet to violate a binding law or order or risk injury or damage to persons or property;
- l) **"Goods"** — means things that are made to be sold [including the costs of installing, operating, maintaining or manufacturing such things] and includes supplies, materials, raw materials, products, equipment, and other physical object of every kind and description;
- m) **"Hamlet"** — means the Hamlet of Enterprise;
- n) **"Invitation to Tender (ITT)"** — means a solicitation, made by public advertisement or private invitation, for Tenders in respect to a proposed contract;

- o) **"Local Business"** — means a Vendor, which has established a permanent office or location of operation within the Hamlet's corporate boundaries that holds a valid Business License;
- p) **"Local Newspaper"** — means the Hay River Hub and/or the News North newspapers;
- q) **"Procurement"** — means the acquisition, by or on behalf of the Hamlet, by any means, including by purchase, rental, lease or conditional sale, of Goods and/or Services, but does not include:
 - i. any form of government assistance such as grants, loans, equity infusion, guarantee or fiscal incentives; or
 - ii. government provisions of Goods and/or Services to persons or other government organization.
- r) **"Procurement Value"** — means the estimated total financial commitment resulting from a Procurement (G.S.T. excluded) taking into account all forms of remuneration including premiums, fees, commissions and interest, and the total values of options if the Procurement provides for the possibility of options;
- s) **"Proposal"** — means a written offer to provide Goods or Services, or a combination of these, that is submitted in response to a Request for Proposals;
- t) **"Request for Proposals (RFP)"** — means a solicitation, made by public advertisement or private invitation, of proposals in respect to a proposed contract;
- u) **"Request for Quotes (RFQ)"** — means a solicitation, made by private invitation, for quotes in respect of the cost of a proposed Good, Service or Construction;
- v) **"Responsive"** — means, in respect of a Bid, conforming in all material respects to the Tender or the request for proposals;
- w) **"Senior Administrative Officer (SAO)"** — means the Senior Administrative Officer for the Hamlet of Enterprise in the Northwest Territories;
- x) **"Services"** — means all services to be supplied, including Construction and consulting;
- y) **"Tender"** — means an offer to sell or provide Goods, Services, or a combination of these, that is submitted in response to an Invitation to Tender;
- z) **"Vendor"** — means a person carrying on the business of providing Goods, Services and includes an individual, firm, partnership or proprietorship, supplier, contract, architect, consultant, bidder, or proponent.

3) APPLICATION

- 3.1 This Bylaw applies to Procurement undertaken by, or on behalf of, the Hamlet.
- 3.2 For greater certainty, this Bylaw does not apply to the acquisition of land by the Hamlet.
- 3.3 In the event that a Procurement is determined by the Hamlet to be subject to the CFTA or the CETA on the basis that the Procurement Value exceeds the relevant thresholds established in those agreements, and no exceptions to the application of those agreements applies in the circumstances:
 - a) the relevant provisions of the CFTA or the CETA, as applicable, shall apply to the Procurement in question; and
 - b) any provision of this Bylaw that is inconsistent with an applicable provision of the CFTA or the CETA shall be of no force and effect to the extent of the inconsistency.
- 3.4 For greater clarity, the Local Hire provisions of this Bylaw do not apply where the Hamlet determines that the Procurement is subject to the CFTA or the CETA.
- 3.5 Where the Hamlet determines that the Procurement is subject to the CFTA or CETA, the Hamlet must advertise the Procurement as required by the applicable agreement.

4) PROCUREMENT AUTHORITY

- 4.1 Hamlet Council is responsible for adopting the budget and approving projects through the operating budget and capital plan. Approval of the budget constitutes approval for the Hamlet administration to proceed with the Procurement, including the subsequent award of contracts in accordance with this Bylaw, provided the Procurement Value falls within the applicable limit under this section. Where a Procurement has been approved in either the annual operating budget or annual capital plan, but the Procurement Value is greater than the Procurement authority for the SAO under this Bylaw, approval of the Procurement and the award of contracts must be done by Council.
- 4.2 Unless Council has delegated the authority for the award of a contract, by resolution, to the SAO or other municipal official, the Council will award all contracts in a duly assembled Council meeting or a Special Council meeting.
- 4.3 The SAO is authorized to award contracts in accordance with this Bylaw where the Procurement Value is less than \$50,000 and the Procurement of the Good or Service was within the approved annual operating budget or the approved annual capital plan.
- 4.4 In the event of an Emergency, the SAO may, without prior Council approval, expend funds necessary to address the Emergency, and such expenditure may exceed the sum specified in section 4.5. If an Emergency expenditure is made pursuant to this section, the SAO shall report the expenditure to Council as soon as possible after it has occurred.

4.5 The following Hamlet employees are authorized to award contracts in accordance with this Bylaw provided the Procurement Value of the Good or Service is less than the applicable limit and the Procurement was within the approved annual operating budget or approved annual capital plan:

Employee	Procurement Value
a. Senior Administrative Officer	up to \$50,000

4.6 In the case of a Procurement where the Procurement Value exceeds the amount set out for the SAO, all Procurement documents, purchase orders, and Contracts must be approved by Council. Once approved by Council, the Procurement documents, purchase orders, or Contracts may be signed by the Mayor, SAO, or their authorized designate.

5) PROCUREMENT METHODS

5.1 Subject to the provisions of this Bylaw, the Procurement of Goods or Services by and for the Hamlet from a Vendor, may be acquired by one or more of the following methods:

- a) Direct Purchase;
- b) Request for Quotes;
- c) Request for Proposals; or
- d) Invitation to Tender.

5.2 The selection of the appropriate method of Procurement is to be determined on a case-by-case basis based on the nature of Procurement and needs of the Hamlet. When selecting the appropriate method for Procurement in a given case, the Hamlet must consider the following characteristics of each method as set out in this Bylaw.

6) DIRECT PURCHASE

6.1 Direct Purchase is reserved for low value Procurement and is intended to expedite the acquisition of Goods and Services and reduce administrative costs.

6.2 Direct Purchase may be used where the Procurement Value is less than \$10,000.

6.3 Direct Purchase may be made using petty cash (up to \$500), a purchasing card, or a purchase order.

7) REQUEST FOR QUOTES

- 7.1 A Request for Quotes is appropriate for low to medium value Procurements for known Goods or Services, and where the requirements and technical specifications are known to the Hamlet.
- 7.2 The lowest priced Bid that best meets the specifications will be accepted unless evaluation criteria are used, in which case the highest ranked Bid will be accepted.
- 7.3 All information provided to Vendors is to be identical.
- 7.4 Where the Procurement Value is greater than \$10,001 and less than \$25,000:
 - a) Bids may be received by documented telephone call, email or written proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity;
 - b) A minimum of two (2) quotes shall be obtained and the lowest cost Bid that meets the requirements of the Request for Quotes may be accepted unless evaluation criteria are used, in which case the highest ranked Bid may be accepted; and
 - c) The Hamlet may choose to obtain Bids by invitation and without public advertisement.
- 7.5 Where the Procurement Value is greater than \$25,001 and less than \$50,000:
 - a) Bids may be received by documented telephone call, email or written proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity;
 - b) A minimum of three (3) quotes shall be obtained and the lowest cost Bid that meets the requirements of the Request for Quotes may be accepted unless evaluation criteria are used, in which case the highest ranked Bid may be accepted; and
 - c) The Hamlet may choose to obtain Bids by invitation and without public advertisement.
- 7.6 Where the Procurement Value is greater than \$50,001 a Request for Quotes may be used subject to the following conditions:
 - a) the Request for Quotes is, at a minimum, publicly advertised within the South Slave Region of the Northwest Territories;
 - b) a minimum of three (3) Bids shall be obtained;
 - c) Bids must be received in a written proposal in response to a Request for Quotes depending on the nature and complexity of the Procurement opportunity; and

d) All information provided to Vendors is to be identical.

8) INVITATION TO TENDER

8.1 An Invitation to Tender is:

- a) Commonly used for major Construction projects and higher Procurement Value;
- b) Used when the Hamlet knows what it wants to do and how to do it;
- c) Used primarily when price or cost is the sole award factor, but may also be used when criteria other than price are the deciding factor;
- d) The Invitation to Tender contains detailed requirements and technical specifications;
and
- e) Terms and conditions are considered mandatory requirements that must be met.

8.2 Where the Procurement Value is greater than \$50,001, an Invitation to Tender may be used subject to the following conditions:

- a) for Procurement Values greater than \$50,001 and less than \$100,000, the Invitation to Tender is publicly advertised, at a minimum, within the South Slave Region of the Northwest Territories;
- b) for Procurement Values greater than \$100,001 the Invitation to Tender is publicly advertised, at a minimum, within the Northwest Territories;
- c) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement;
- d) The terms and conditions of the Tender are mandatory requirements that must be met;
and
- e) The Invitation to Tender is legally binding as between the Hamlet and Vendors who submit a Tender, in accordance with the terms and conditions attached to the Invitation to Tender.

8.3 The information contained in the Invitation to Tender must include:

- a) A brief description of the Procurement contemplated;
- b) The place where a person may obtain information and Tender documents;
- c) The conditions for obtaining the Tender documents;

- d) The place where Tenders are to be sent;
- e) The date and time limit for submitting Tenders;
- f) The time and place of the opening of the Tenders in the event of a public opening;
- g) If applicable, whether the Invitation to the Tender is subject to the CFTA or CETA; and
- h) Any other information contained in the content of Procurement documents found in Appendix “A” of this Bylaw.

8.4 The lowest priced Tender that meets the terms and conditions of the Invitation to Tender may be accepted unless evaluation criteria are used, in which case the highest ranked Tender that meets the terms and conditions of the Invitation to Tender may be accepted.

9) REQUEST FOR PROPOSALS

9.1 A Request for Proposals is:

- a) Appropriate where a need is identified, but how it will be achieved is unknown at the outset;
- b) Allows Vendors to propose solutions or methods in response to the Request for Proposal;
- c) Specifications are general in nature; and
- d) Vendor selection is based on evaluation criteria other than only price.

9.2 Where the procurement value is greater than \$50,001, a Request for Proposals may be used subject to the following conditions:

- a) for Procurement Values greater than \$50,001 and less than \$100,000 the Request for Proposals is publicly advertised, at a minimum, within the South Slave Region of Northwest Territories;
- b) for Procurement Values greater than \$100,001, the Request for Proposals is publicly advertised, at a minimum, within the Northwest Territories;
- c) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement;
- d) The Hamlet may negotiate specific terms and conditions of the Contract with the selected Vendor following the close of the Request for Proposals; and

e) The Request for Proposals is not legally binding on either party until a Contract is executed.

9.3 The information contained in the Request for Proposals must include:

a) A brief description of the Procurement contemplated;

b) The place where a person may obtain information and Request for Proposals documents;

c) The conditions for obtaining the Request for Proposals documents;

d) The place where Proposals are to be sent;

e) The date and time limit for submitting Proposals;

f) If applicable, whether the Request for Proposals is subject to the CFTA or CETA; and

g) for Procurement Values that exceed the relevant thresholds of the CFTA or CETA, the Invitation to Tender is publicly advertised in accordance with such tender agreement.

9.4 The highest ranked proposal according to the chosen evaluation criteria that meets the needs of the Hamlet may be accepted.

10) LOCAL HIRES

10.1 Subject to the provisions of this Bylaw, the Hamlet may give preference to local Goods, Services and Construction, providing the Vendor:

i. is considered a Local Business as defined by this Bylaw;

ii. has on file with the Hamlet, a completed "As and When" Form; and

iii. meets all requirements as outlined in this Bylaw, and as set out in any applicable Request for Quotes, Request for Proposals or Invitations to Tender.

10.2 In making a Procurement decision where the lowest cost Bid is the sole criteria, preference may be given to a Local Business, provided that the price offered by the Local Business is no more than fifteen (15%) percent greater than the price that could be obtained by utilizing the lowest cost Bid from a Vendor other than a Local Business.

10.3 Where Procurement is by way of Invitation to Tender or Request for Proposals, any local preference that is to be considered shall be identified and described in the notice of Invitation to Tender or Request for Proposals provided to Vendors.

11) BID SECURITY

11.1 The Council or where delegated, the SAO, may demand, as part of the Bid, a percentage of the Bid, not to exceed 15%, that may be held against the successful completion of the Procurement.

11.2 The Vendor shall enclose Bid security in accordance with either:

- a) a Bid bond from a company whose bonds are acceptable to the Council. Bonds shall be made payable to the Hamlet; or
- b) a Bid security deposit which must be a certified cheque, bank draft, a bank irrevocable letter of guarantee, or such other Bid security as the Council considers acceptable. The Bid security deposit must be payable to the Hamlet.

11.3 The Bid security deposit may be forfeited at the discretion of the Council if the Vendor refuses to enter into a Contract when called upon to do so.

12) ADVERTISEMENT OF PROCUREMENT

12.1 All Invitation to Tender and Requests for Proposals that are not deemed "Invitation Only" will be made public as set out in the sections of this Bylaw for each Procurement method.

12.2 Public notices for the purposes of soliciting Bids will be advertised as follows:

- a) the Hamlet's Facebook page and website (Hamlet of Enterprise);
- b) local public bulletin boards within the Hamlet;
- c) Local Newspaper;
- d) when applicable, regional newspapers; and
- e) when applicable, electronically on an approved tendering website that is equally accessible to all Northwest Territory or Canadian Vendors.

13) CONFIDENTIALITY

13.1 Pursuant to the *Access to Information and Protection of Privacy Act*, SNWT 1994, c 20, the Hamlet commits to protecting confidential information from unauthorized access, use, and disclosure.

13.2 Unsuccessful Bids are considered confidential information. The Request for Quotes, Invitation to Tender, or Request for Proposals documents must make the confidentiality of Bids clear.

13.3 In the case of Requests for Proposals and Request for Quotes, the public release of information related to unsuccessful Bids is limited to the name of the Vendor.

13.4 In the case of Invitations to Tender, the public release of information related to unsuccessful Tenders is limited to the name of the Vendor and the amount of the Tender.

14) EXCLUSION OF VENDORS OR CONTRACTORS DUE TO POOR PERFORMANCE

14.1 The SAO shall document evidence and keep records where the performance of a Vendor has been unsatisfactory in terms of failure to meet Contract specifications, terms and conditions or health and safety violations.

14.2 Council may prohibit an unsatisfactory Vendor from participating in future procurements for a period of up to three (3) years.

14.3 All decisions of Council must be in the form of a Council Resolution.

15) PUBLIC OPENINGS

15.1 All Tenders received in response to an Invitation to Tender will be subject to public opening if price or cost is the sole award factor and no other evaluation criteria were included in the Invitation to Tender. Where additional evaluation criteria beyond price are set out in the Invitation to Tender, a public opening of the Tenders will not be held.

15.2 The time, location and conditions of the public opening must be made known in advance and must be contained in the Procurement documents provided to potential Vendors.

15.3 Only the name of the Vendor and the total cost or price in the Tender is to be released during a public opening.

15.4 All Vendors are to be instructed that there will be no award at the public opening and all Tenders will be subject to further review and analysis prior to award.

15.5 All other aspects of the Tenders are to remain confidential prior to award.

15.6 At least two employees are required to attend all public openings for the purpose of reading aloud the Tenders received and recording the results.

15.7 Every Tender that is received after the deadline to submit Tenders will not be considered and must be returned unopened to the Vendor who submitted it.

16) AWARD CONSIDERATIONS

- 16.1 The Council, or if delegated to the SAO or Hamlet employee, may establish an evaluation committee which shall use the evaluation criteria developed in the Request for Quotes, Invitation to Tender, or Request for Proposals. Such a committee cannot include Vendors or their agents but may include the SAO. Appendix “B” sets out an example format for rating Bids.
- 16.2 For Procurements that do not have evaluation criteria established, the lowest Bid meeting specifications will normally be accepted subject to the specific wording in the Procurement documents and the provisions of this Bylaw. If a Bid other than the low Bid is recommended written justification must be provided to the Council or the SAO prior to award. Normally, the only reasons acceptable for selecting other than the lowest Bid are where:
- a) the lowest Bid does not meet specifications materially;
 - b) the Vendor submitting the lowest Bid cannot deliver within the time required;
 - c) acceptance of the lowest Bid would result in a higher overall or end cost; and
 - d) the Bid meets the criteria for the Local Hire provisions in accordance with this Bylaw.
- 16.3 Where the recommended Vendor is other than the lowest acceptable Vendor, the award for the Procurement must be approved by the Council or the SAO in writing, as may be applicable. When price is not the sole awarding factor, evaluation and Vendor selection shall be based on evaluation criteria which must be identified and included in the procurement documents provided to potential Vendors. The evaluation criteria shall be assigned weighting for analysis of Bids.
- 16.4 The SAO or Council may refuse all Bids and not award the contract if there is a justified reason.

17) NOTIFICATION

- 17.1 The successful Vendor shall be notified by the Hamlet as soon as possible after evaluation and selection of the Procurement. A Contract or purchase order must be issued to confirm the award.
- 17.2 Upon completion and award of a Procurement by way of Invitation to Tender or Request for Proposals, the unsuccessful Vendors are to be notified that a successful vendor has been selected.

18) CONTINGENCY

- 18.1 The SAO or a person delegated by Council to manage the Procurement has the authority to issue change orders to a maximum cumulative total of an additional 10% of the Contract, provided there are sufficient funds within the budget approved by Council.
- 18.2 A change order issued in accordance with section 18.1 may only be issued if the additional funds are required to complete the work set out in the original Procurement and awarded Contract.
- 18.3 Each change order must be reported to Council.
- 18.4 Changes above the amount set out in section 18.1 must go to Council for approval.

19) DOCUMENT MANAGEMENT

- 19.1 The successful Vendor must submit proof of liability insurance, workers' compensation insurance, Business License and vehicle insurance (where applicable) within 14 days following the contract award.
- 19.2 Records of the Procurement and project shall be kept by the SAO or Hamlet employee delegated to manage the Procurement in accordance with the Hamlet's record retention policy or bylaw. These records may be used to evaluate future projects where the Vendor shows an interest.

20) SOLE SOURCING

- 20.1 Subject to the provisions of this Bylaw, Procurement without competition may occur only if one or more of the following conditions apply:
- a) Procurements are subject to Direct Purchase;
 - b) The Procurement is for an Emergency. Emergency purchases should not be the result of poor planning or incorrect allocation of resources. However, single sourcing an acquisition is appropriate where the lack of immediate action could jeopardize Hamlet operations or the safety or health of the Hamlet's people or property;
 - c) Sole sourcing an acquisition where Goods or Services are only available from one Vendor by reason of:
 - i. a statutory or market-based monopoly;
 - ii. scarcity of supply in the market;
 - iii. existence of exclusive rights (i.e. patent, copyright or license); or

iv. need to avoid violating warranties or guarantees.

21) REPEAL

21.1 Bylaw No. 2018-12 is hereby repealed.

22) EFFECTIVE DATE

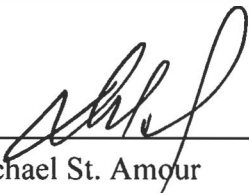
22.1 This bylaw shall come into force and take effect upon receiving third reading.

23) READINGS

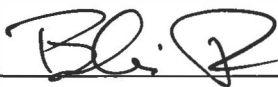
Read a First time this 14th day of **June, 2023**.

Read a Second time this 14th day of **June, 2023**.

Read a Third and Final time this 12th day of **July, 2023**.




Michael St. Amour
Mayor



Blair Porter
Senior Administrative Officer

As per Section 77(1)(d) of the Hamlets Act, I hereby certify that this bylaw has been made in accordance with the requirements of Hamlets Act and the bylaws of the Municipal Corporation of Hamlet of Enterprise.

Certified this 13th day of **July, 2023**.



Blair Porter
Senior Administrative Officer



APPENDIX "A"

CONTENT OF PROCUREMENT DOCUMENTS

The following minimum items should be included as they apply.

1. A Project Description (Terms of Reference) including:
 - a) the purpose of the work (a very brief general description of the end product);
 - b) the scope of work (a very brief general statement of the extent of the work);
 - c) the project circumstances (e.g., location constraints, unusual conditions, etc.);
 - d) investigations and examinations to be conducted by the successful proponent;
 - e) relevant policies, standards and requirements (e.g., protocol and confidentiality requirements);
 - f) municipal resources to be made available to the successful proponent (e.g., personnel, support services and information);
 - g) a time schedule for completion of each stage of the work;
 - h) the requirements for progress reporting, interim approval and final acceptance, and financial controls;
 - i) instructions.
2. A description of information to be provided in the Procurement:
 - a) names, qualifications and locations of proposed personnel and their responsibilities in the work of the contract;
 - b) resources to be assigned or made available to the project;
 - c) list of subcontractors and their qualifications and locations;
 - d) proposed methodology or approach to the work of the contract;
 - e) descriptions of relevant work on similar projects and a client list;
 - f) proposed project schedule with comments if varied from the schedule called for;
 - g) hourly personnel rates, estimated total fees and expenses with an explanation;
 - h) head and branch office locations and proposed work performance locations.
3. Required proposal content and manner of evaluation, including:
 - a) a full description of content and format expectations;
 - b) criteria and formulae to be used in evaluating proposals;
 - c) submission acceptance closing time and location; and
 - d) statements of critical project requirements and specifications, e.g., "If the proponent cannot meet stipulated schedule deadlines, it would not be appropriate to submit a proposal."

APPENDIX “B”

EXAMPLE OF RATING SCHEDULE FOR A BID

No.	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points A x B	Remarks
1	Personnel to be assigned or made available to the project	20			
2	Methodology or approach	15			
3	Past relevant experience	15			
4	Project schedule	10			
5	Fees and expenses as compared to estimate	25			
6	Past performance appraisals	15			
	TOTALS	100		Maximum 1000	

Note: A copy of the Rating Schedule form should be issued and explained within the Procurement documents.

In the event that two or more Bids are evaluated as equal, the final recommendation is based on a further evaluation of the proponents intended use of local hire on a dollar value basis.

1. Assign a weight to each criterion based on its relative importance. The weights and the criteria may vary from contract to contract depending on the nature of the Procurement, except that the price information is always required. Include the assigned weights in the Rating Schedule form issued within the Procurement documents. Every Bid must be evaluated using the same weights.

- Using a separate form for each Bid received; enter a rating score for each criterion in Column B, according to the following code.

Poor	1-3 points
Fair	4-6 points
Good	7-8 points
Excellent	9-10 points

Multiply the individual weights in Column A by the individual scores in Column B and enter the products in Column C. Add these products in Column C and enter the total at the bottom.

- Compare the total scores on each form. The highest total score should indicate the Bid that potentially will provide the best value to the Hamlet.