



RFP Analysis & Assessment

Presented to
Contractor A

Date



RFP - Janitorial Services

BUILDING: Large Building

SUMMARY, PRICE AND OVERALL SCORES

Criteria	Weighting Factors	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5
Resources	30%	22	21	21	21	21
Corporate Processes & Methodologies	20%	13	11	14	14	14
Major Equipment	10%	7	5	7	7	7
Quality Assurance & Control Systems	15%	11	4	11	11	11
Compliance & Value Added	5%	3	3	3	3	3
TECHNICAL SCORE	80%	55	44	56	56	55
NORMALIZED TECHNICAL SCORE		98.13%	78.30%	100.00%	99.20%	98.48%
Evaluated Vendor Pricing (\$)	20%	\$ 1,743,941.60	\$ 2,302,925.82	\$ 1,897,862.64	\$ 1,817,155.80	\$ 2,175,946.36
NORMALIZED PRICING SCORE		100.00%	75.73%	91.89%	95.97%	80.15%
OVERALL SCORE	100%	98.50%	77.79%	98.38%	98.55%	94.81%

BUILDING: Large Building

Weighting Criteria		Proponents							
DETAILED EVALUATION	Weighting (%)	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5			
Resources									
Organizational, Management & Supervisory resources available	4	70%	50%	70%	70%	70%	0%	0%	0%
Recruitment, replacement and screening process	2	70%	70%	70%	70%	70%	0%	0%	0%
Details of existing/proposed communication & reporting systems	4	85%	70%	70%	70%	70%	0%	0%	0%
Certificate of Recognition-current	7	70%	70%	70%	70%	70%	0%	0%	0%
Quality & validity of H&S programs & systems	3	70%	70%	70%	70%	70%	0%	0%	0%
Quality & validity of Pandemic Preparedness Plan	3	85%	85%	70%	70%	70%	0%	0%	0%
Details of existing professional development initiatives	4	70%	70%	70%	70%	70%	0%	0%	0%
Detail of existing trade related or technical training programs/classes	3	70%	70%	70%	70%	70%	0%	0%	0%
Total	30	22.05	20.65	21.00	21.00	21.00	0.00	0.00	0.00
Corporate Processes & Methodologies									
Quality & detail of Start-Up plans. Indication of recent examples	4	70%	50%	70%	70%	70%	0%	0%	0%
Proposed time-table of Start-Up activities. Indication of responsibilities/tasks	3	70%	50%	70%	70%	70%	0%	0%	0%
Details & validity of overall Operating Plan	3	70%	70%	70%	70%	70%	0%	0%	0%
Details of total Staffing Plan	3	50%	50%	85%	70%	70%	0%	0%	0%
Periodic task schedule	3	50%	50%	70%	70%	70%	0%	0%	0%
Cleaning for health proposal	2	70%	70%	70%	70%	50%	0%	0%	0%
Detailed Green Cleaning Plan	2	70%	70%	70%	70%	70%	0%	0%	0%
Total	20	13	11	14	14	14	0	0	0

BUILDING: Large Building

Weighting Criteria		Proponents							
DETAILED EVALUATION	Weighting (%)	Contractor 1	Contractor 2	Contractor 3	Contractor 4	Contractor 5			
Major Equipment									
Types & quantities of dedicated equipment	5	70%	50%	70%	70%	70%	0%	0%	0%
Evidence of existing & adequate PM programs	5	70%	50%	70%	70%	70%	0%	0%	0%
Total	10	7	5	7	7	7	0	0	0
Quality Assurance & Control Systems									
Details outlining format & capabilities	6	70%	25%	70%	70%	70%	0%	0%	0%
Examples of protocols & procedures	3	70%	25%	70%	70%	70%	0%	0%	0%
Examples of existing reports	6	70%	25%	70%	70%	70%	0%	0%	0%
Total	15	11	4	11	11	11	0	0	0
Compliance & Value Added									
Evidence of appropriate indemnification & liability insurance coverage	1	70%	70%	70%	70%	70%	0%	0%	0%
Evidence of WCB coverage (letter of good standing)	1	70%	70%	70%	70%	70%	0%	0%	0%
Evidence of additional products & services	2	50%	70%	70%	70%	70%	0%	0%	0%
Continuous Improvement initiatives	1	25%	25%	25%	25%	25%	0%	0%	0%
Total	5	2.65	3.05	3.05	3.05	3.05	0	0	0
Pricing									
Completed Rate Tables for entire classifications	5	70%	70%	70%	70%	70%	0%	0%	0%
Competitive pricing quoted on Rate Tables (include all related costs)	15	70%	70%	70%	70%	70%	0%	0%	0%
	0	0%	0%	0%	0%	0%	0%	0%	0%
Total	20	14	14	14	14	14	0	0	0

BUILDING: Large Building

Contractor	Start-Up Plan	Operating Plan	Major Equipment	Training Resources & Procedures	COR	Pandemic Preparedness	QA System	Recr'mt Retention	Cleaning for Health	Green Plan	Additional Services	Innovation	Totals
	100	100	50	100	100	75	100	75	100	100	50	50	1000
Contractor 1	95	95	45	95	100	70	95	70	95	95	45	40	940
	Strong section, detailed timetables, appropriate issues covered. Responsibilities assigned, information concerning similar start ups supplied	Strong section that addresses req'mnts of TP, strong use of advanced technology. Sound staffing plans & organizational resources	Strong section, details on types of equipment to be supplied, evidence of existing checklists & PM programs	Strong section, reference made to various forms of training & professional development initiatives.	Strong section, COR current.	Strong section, identifying resources available & specific actions taken during various stages of pandemic outbreak	Strong section, evidence of advanced computerized QA & reporting system	Strong section, evidence of existing initiatives & programs to satisfy this section of TP	Strong section, bidder obviously has kept understanding of this issue, various hand-on & technical solutions provided	Strong section, bidder obviously has kept understanding of this issue, various options & initiative provided	Various additional services available	Firm section with one or two examples provided	
Contractor 2	80	80	20	95	100	70	20	70	95	95	45	40	810
	Firm section detailed timetables, issues covered & responsibilities assigned. No details of previous start ups	Firm section, most issues listed in TP addressed. Proposal a little vague on staffing issues & tracking of periodics	Weak section, minor reference to PM program, brief list of proposed equipment.	Strong section, reference made to various forms of training & professional development initiatives.	Strong section, COR current.	Strong section, identifying resources available & specific actions taken during various stages of pandemic outbreak	Weak section, acknowledging importance of QC, still waiting for introduction of software.	Strong section, evidence of existing initiatives & programs to satisfy this section of TP	Strong section, bidder obviously has kept understanding of this issue, various hand-on & technical solutions provided	Strong section, bidder obviously has kept understanding of this issue, various options & initiative provided	Various additional services available	Firm section with one or two examples provided	
Contractor 3	95	95	45	95	100	60	95	70	95	95	45	45	935
	Strong section, detailed timetables, appropriate issues covered. Responsibilities assigned, information concerning similar start ups supplied	Strong section that addresses req'mnts of TP, strong use of advanced technology. Sound staffing plans & organizational resources	Strong section, details on types of equipment to be supplied, evidence of PM programs & systems	Strong section, reference made to various forms of training & professional development initiatives.	Strong section, current COR.	Firm section, bidder obviously experienced in this area but few program details provided .	Strong section, evidence of advanced computerized QA & reporting system	Strong section, evidence of existing initiatives & programs to satisfy this section of TP	Strong section, bidder obviously has kept understanding of this issue, various hand-on & technical solutions provided	Strong section, bidder obviously has kept understanding of this issue, various options & initiative provided	Various additional services available	Strong section, with some good innovative ideas	
Contractor 4	95	95	45	95	100	60	95	70	95	95	45	45	935
	Strong section, detailed timetables, appropriate issues covered. Responsibilities assigned, information concerning similar start ups supplied	Strong section that addresses req'mnts of TP, strong use of advanced technology. Sound staffing plans & organizational resources	Strong section, details on types of equipment to be supplied, evidence of PM programs & systems	Strong section, reference made to various forms of training & professional development initiatives.	Strong section, current COR.	Firm section, bidder obviously experienced in this area but few program details provided .	Strong section, evidence of advanced computerized QA & reporting system	Strong section, evidence of existing initiatives & programs to satisfy this section of TP	Strong section, bidder obviously has kept understanding of this issue, various hand-on & technical solutions provided	Strong section, bidder obviously has kept understanding of this issue, various options & initiative provided	Various additional services available	Strong section, with some good innovative ideas	
Contractor 5	95	95	45	95	100	65	95	70	80	95	45	45	925
	Strong section, detailed timetables, appropriate issues covered. Responsibilities assigned, information concerning similar start ups supplied	Strong section that addresses req'mnts of TP, strong use of advanced technology. Sound staffing plans & organizational resources	Strong section, details on types of equipment to be supplied, evidence of PM programs & systems	Strong section, reference made to various forms of training & professional development initiatives.	Strong section, current COR.	Firm section, bidder obviously experienced in this area however more program details would be helpful.	Strong section, evidence of existing advanced computerized QA & reporting system	Strong section, evidence of existing initiatives & programs to satisfy this section of TP	Firm section, with reference to tasks and appropriate strategies	Strong section, bidder obviously has kept understanding of this issue, various options & initiative provided	Various additional services available	Strong section, with some good innovative ideas	



RFP Analysis for: Large Building Date:

Contractor	Technical Score	Weekly Hours	Wage Rates				Annual Quoted Price	Price Position
			Light Duty	Heavy Duty	Super	Res Mgr		
Contractor 1	940	1464	\$11.50	\$11.50	\$14.50	\$32.00	\$1,743,941.60	1
Contractor 2	810	1681	\$14.00	\$15.00	\$18.00	\$32.00	\$2,302,925.82	5
Contractor 3	935	1514.5	\$11.50	\$12.00	\$16.16	\$28.70	\$1,897,862.64	3
Contractor 4	935	1481	\$12.50	\$13.50	\$17.50	\$34.65	\$1,817,155.80	2
Contractor 5	925	1874.9	\$12.25	\$12.25	\$16.00	\$30.00	\$2,175,946.36	4

RFP Assessment for: Risk Exposure

Date:

Large Building

RISK EXPOSURE ANALYSIS

Contractor	Technical Score	Pricing Position	Labor Content Percentage of Total Price	Wage Rate Validity	Risk Factor			Notes
					High	Med	Low	
Contractor 1	940	1	60.07%	med	√			Strong proposal, good information, practical examples. Evidence of existing programs and initiatives. Bidder has little retail experience locally. Below average coverage, with slightly below overall average wage rates.
Contractor 2	810	5	61.20%	med		√		Lowest technical score, although bidder has provided evidence of existing programs and systems, many lack detail. Comprehensive coverage, slightly above average wage rates.
Contractor 3	935	3	55.00%	low		√		Strong broad based proposal that effectively deals with many of the issues contained in RFP. The bidder has provided many examples of existing initiatives and internal systems. Below average coverage, below average wage rates.
Contractor 4	935	2	62.04%	med		√		Strong proposal, bidder has prepared a comprehensive response to the RFP. Many realistic operational programs and organizational structure. Low coverage, with above average wage rates. Bidder has moderate retail experience locally.
Contractor 5	925	4	64.30%	med			√	Firm overall proposal, bidder has provided a detailed and comprehensive package. Highest overall coverage, slightly below average wage rates. NB: Is \$200K equipment buy out a factor? As incumbent, bidder is aware of challenges with Large Building