

EVALUATION CRITERIA

NOTE: This template is to be used by bidders (as part of the RFP) and the Evaluation Committee members during proposal evaluations.

Table 1- Mandatory Criteria Evaluation

#	Mandatory Criteria	Bidder to submit how they meet the mandatory criteria.	Bidder to provide page reference from submission document	Pass/Fail OR Meet/Not Meet Requirement To be completed by Evaluation Committee
M 1	Cloud-based software with wireless upload capabilities from anywhere			
M 2	Installation			
M 3	Display on both sides of the billboard			
M 4	Operates in extreme weather conditions			

M 5	Removal and disposal of existing billboard and support structure			
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Note: CFB Wainwright reserves the right to reject any proposal without assigning reasons in writing or verbally. Proposals not complying with the mandatory criteria shall receive no further consideration.

Table 2- Rated Criteria Evaluation

#	Rated Criteria	Bidder to submit how they meet the rated criteria.	Bidder to provide page reference from submission document	Max. Score	Evaluation Methodology	Scored Points To be completed by Evaluation Committee
R 1	Warranty			25 points	Warranty duration of all components	
R 2	User-friendly software			40 points	Presentation by bidder, feedback of technical authority	
R 3	Installation timeline			20 points	Expected timeline from acceptance of bid	
R 4	Ongoing IT Support/Troubleshooting			15 points	Cost, accessibility	

	Total Points			100 points		
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Minimum Pass Mark for Rated Criteria is 70%.

Table 3- Financial Criteria Evaluation

Financial Evaluation	Quoted Price in \$ (excl. taxes)	Scored Points
Responsive Proposal with lowest quoted total price will be awarded a maximum of 50 points. Remaining financial proposals will be prorated with the lowest one.		
Insert Bidder name quoted \$ _____ = (Lowest Proposal/Bidder's Price) X maximum awarded points	\$ _____	_____ pts

Table 4 – Presentation Evaluation

Presentation Evaluation	Max Score	Scored Points
Demonstration of software. If possible, allowing technical authority and evaluators to use software as part of presentation	40	

Evaluator Signature: _____

Evaluator Signature: _____

Evaluator Signature: _____

Evaluator Signature: _____