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# APPENDIX E – Rated Criteria Submission Form

1. Proponent Information

Each Proposal should include a Rated Criteria Submission Form completed according to the instructions set out below as well as the instructions in Part 4 of the RFP.

When responding, Proponents should take into account the descriptions of the Deliverables in Appendix A of the RFP.

The Proponent should provide a response to each of the following Rated Criteria questions in the “Proponent Response” space only, as provided below.

Proponents should provide a detailed response to each of the questions and type the responses directly on the electronic form provided for the responses. Proponents should provide all the necessary information required for a thorough assessment to be made.

Note:

1. Do not alter the rated criteria questions as this may disqualify the response. Please follow RFP instructions for seeking clarification, if needed.
2. External weblinks will not be considered as part of the submission. Do not provide weblink and/or marketing materials in your response. In the event that the weblink is online specification or standard service level agreement, please submit as supporting documents. For clarity, Bonfire allows submission of multiple files under the same folder (e.g. folder for Appendix E submission).
	1. For further clarity, the TTC will not review or consider any material that is not directly included and submitted with the RFP response.
3. Responses will be evaluated according to 0-5 scoring scale as set out in Part 4 of the RFP.
4. Responses will be evaluated as set out in Part 4 of the RFP according to the weighting provided in this Appendix. Stage 2 Rated Criteria is weighted at a total overall weight of **70 Points.**
5. **Rated Criteria**

| **Item #** | **Description**  | **Weight**  |
| --- | --- | --- |
| 1. **Experience and Expertise (20 points)**

Provide a summary of your company profile, organizational structure, Key Employees identified for the project, as per the following requirements. |
| **Company Profile** |
| **RC-01** | Proponents should provide a brief company profile outlining their history, years in operation, locations, and core areas of business. The profile should demonstrate the organization’s stability, capacity to deliver digital services, and alignment with the scope of this project | **5** |
| **Proponent Response:**  |
| **Organizational Structure**  |
| **RC-02** | Proponents should include an overview of your organizational structure, highlighting key departments and roles relevant to this engagement | **5** |
| **Proponent Response:**  |
| **Company Expertise** |
| **RC-03** | Proponents should describe their expertise in website design and development, including relevant experience with public sector or similar projects. Include technologies used, and any certifications or awards that demonstrate capability and innovation in delivering digital solutions. | **5** |
| **Proponent Response:**  |
| **Key Employees**  |
| **RC-04** | The Proponent should provide the CVs for the proposed team members to demonstrate the expertise and experience per Appendix A – Statement of Deliverables – Section 8 - Key Resource Roles And Responsibility Requirements. (8.1.1 to 8.1.5)  | **5** |
| **Proponent Response:** |
| 1. **Relevant Projects (15 points)**

As per requirements stated in the Appendix A - Scope of Deliverables, provide three (3) examples of similar projects, with at least one (1) from Canada public sector agency of similar size and scope. Each project example should include at least one (1) or more Key Employees listed in RC-04 |
| **Project 1** |
| **RC-05** | Project Title:Project Location (City, Province, Country)Reference Agency/Organization NameReference Agency/Organization Contact (Name, Position, email)Project BudgetWere you the awarded supplier or a subcontractor?Key Employee(s) involvedProvide a brief overview of the project and your organization’s role in delivering the project | **5** |
| **Proponent Response:**  |
| **Project 2** |
| **RC-06** | Project Title:Project Location (City, Province, Country)Reference Agency/Organization NameReference Agency/Organization Contact (Name, Position, email)Project BudgetWere you the awarded supplier or a subcontractor?Key Employee(s) involvedProvide a brief overview of the project and your organization’s role in delivering the project | **5** |
| **Proponent Response:**  |
| **Project 3** |
| **RC-07** | Project Title:Project Location (City, Province, Country)Reference Agency/Organization NameReference Agency/Organization Contact (Name, Position, email)Project BudgetWere you the awarded supplier or a subcontractor?Key Employee(s) involvedProvide a brief overview of the project and your organization’s role in delivering the project.  | **5** |
| **Proponent Response:**  |
| 1. **Project Plan (30 points)**

The Proponent should provide a project plan for the TTC.CA Website Redesign that aligns to the requirements outlined in the document Appendix A – Statement of Deliverables - Section 6 Implementation Requirements covering:a) All activities, milestones and deliverables required to deliver the project, including the optional phases; b) Estimated duration and effort for each phases;c) Resource assignments; andd) TTC resource requirements and dependencies.e) Assumptions |
| **Understanding of the Scope of Deliverables** |
| **RC-08** | Identified all activities, milestones and deliverables required to deliver the project, including the optional phases;  | **10** |
| **Proponent Response:**  |
| **Schedules** |
| **RC-09** | Estimated duration and effort for each phase. Include Gantt chart.  | **10** |
| **Proponent Response:**  |
| **Resource assignments** |
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| --- | --- | --- |
| **RC-10** | Identify and assign resources for each phase. Identify TTC resource dependencies for each phase. List out assumptions made. | **10** |

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| **Proponent Response:**  |
| 1. **Sustainable Business Processes (5 points)**

The Proponent should provide their approach to sustainable business processes. |
| **Sustainable Business Process** |
| **RC-11** | Describe your organization’s approach to sustainability in the delivery of digital services. Include details on environmental policies, resource efficiency measures, carbon reduction strategies, and any certifications. Highlight how these practices are integrated into your web development processes and how they contribute to long-term environmental responsibility  | **5** |
| **Proponent Response:**  |

[END OF APPENDIX E]