



REQUEST FOR
PROPOSALS

RFP TITLE: RFP-25001 Chaumox Landfill Environmental Monitoring Program	
RFP NUMBER:25001	DATE ISSUED: February 12 th 2025
CLOSING TIME/DATE: February 28 th 2025 12:00pm PST	

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Part B - INTRODUCTION

B.1 RFP Overview

The Fraser Valley Regional District ("FVRD") is seeking proposals from qualified proponents ("**Proponents**") in response to this request for proposals ("**RFP**") for the operation of an Environmental Monitoring Program (the "Program") at the Chaumox Road Landfill ("**the Landfill**"). The Program will involve the sampling and analysis of ground and surface water found in designated wells, seep sites and drainage paths surrounding the landfill.

The Landfill is the designated sanitary discharge site for municipal solid waste originating from the Regional District's Electoral Area A. The Landfill is located at 50390 Chaumox Road approximately 6 km north of North Bend, BC, adjacent to the Canadian Pacific Railway right-of-way and the Fraser River to the east, as indicated on the attached map (**Schedule B**). The Program must be conducted by the Regional District in accordance with the permitted Operational Certificate issued by the Ministry of Environment attached (**see hyperlinked DOCP below**).

At this time the Regional District is inviting proposals for the operation of the Program and its related reporting requirements for a three year term commencing April 1, 2025, with the option to renew for an additional two years if mutually agreed. Additional work may be required, as outlined in the Scope of Services.

B.2 Background

The Chaumox Road Landfill, which is situated on Crown Land, originally came into use in 1982, with waste deposition occurring in an informal, unsupervised fashion. In 1987, the Regional District took over management under a Ministry of Environment (MOE) Permit. In 2017, the MOE issued the Regional District an Operational Certificate (OC:101804).

The Design, Operation and Closure Plan was last updated in 2018 and is available for download via hyperlink: <https://cloud.fvrd.ca/index.php/s/XgfsX7wQ9SvNaGu>. The DOCP includes OC:101804.

The Landfill is currently run by the Boston Bar & Area A Landfill Society, a not-for-profit group of local citizens, whose legal entity was formed to allow for community level management and cost savings.

The Landfill is quite small and located in a very remote forested area, with limited availability of cell-phone coverage. **The area is frequented by wildlife including bears.** Although the active landfilling area is surrounded by an electrical bear fence the existing groundwater wells and other sampling points are not located within the safety of this fence. The most distant sampling locations are the seeps at the shore of the Fraser River, located an estimated 20 minutes down-slope walk from the main landfill site. Anyone submitting a proposal should be aware of this fact and properly account for these conditions and take appropriate measures in their proposal.

Groundwater samples are collected from five (5) wells: BH00-1, a well that was drilled and completed in 2001 and repaired in 2014, as well as MW2-14 and MW3-14, both drilled and completed in 2014. Three additional wells were added in 2018: MW4-18, MW5-18 or MW6-18. MW5-18 is currently out of service but recovery of the well is planned for March 2025. If recovery is not possible a new well will be drilled. Down-gradient groundwater is also sampled from one of four seeps located relatively close together along the bank of the Fraser River. These seeps act as groundwater discharge points prior to release into the Fraser River. During the 2014 drilling program, an additional up-gradient well (MW1-14) was drilled to characterize background conditions, but no water was found. Therefore, this well will not be utilized

during the monitoring program. Locations of the wells can be found in **Schedule A** as well as the hyperlinked DOCP.

Two seasonal surface water drainage paths converge west of the Landfill and flow via a culvert under Chaumox Road on the Landfill. The surface water is then diverted around the Landfill by ditching and flows to the east where it converges with a creek before discharging to the Fraser River. A smaller ditching system has also been set up to divert water to the southeast corner of the Landfill where it flows off site via a culvert. But unfortunately, in the past during scheduled monitoring events, these systems have always been dry. It should be noted that the Chaumox Road Landfill is a natural attenuation landfill and that there are no leachate collection or treatment systems in place.

Part C- OBJECTIVES

C.1 Scope of Services

The FVRD anticipates the services will comprise of Environmental Monitoring Program as including the landfills annual report as detailed below:

The intention of the Environmental Monitoring Program is to detect unacceptable ground and surface water contamination resulting from landfill operations. Requirements for the Program are outlined in the Design, Operations and Closure Plan under Appendix K. The parameters requiring analysis are listed in Appendix K, Table 1.

The FVRD anticipates the services will comprise the following:

- i. Bi-Annual (April, and October) sampling of:
 - a) Five existing groundwater wells:
 - a. BH00-1
 - b. MW2-14
 - c. MW3-14
 - d. MW4-18
 - e. MW5-18
 - b) Complete surface water monitoring when flow is observed at both upstream SW08-3 and downstream SW16-5. It is expected that flow will occur at both monitoring locations annually during the wet season. Surface water parameter list (**Schedule G**) to include: field parameters, general chemistry parameters, nutrients, total and dissolved metals, VOCs and PAHs (Once the SWMP is complete sampling at SW16-5 will be replaced by sampling at SWM pond).

- ii. Annual sampling of seeps. Although there are 4 seeps all within close proximity of one another, not all are active at the same time. As only one seep actually requires laboratory analysis, the consultant will take specific conductivity in situ of the active seeps and send the sample with the highest field conductivity reading for further analysis when required.
- iii. Samples to be collected, handled, transported and analytically tested using standard and approved methods as specified in most up-to-date BC Ministry of Environment publications.
- iv. Within two weeks of receiving results from laboratory, preferred proponent must:
 - (a) Have data reviewed for quality assurance/quality control purposes by a qualified professional and assessed based on the FVRD trigger levels and the latest edition of the "British Columbia Approved Water Quality Guidelines" and "A Compendium of Working Water Quality Guidelines for British Columbia" for Freshwater Aquatic Life purposes
 - (b) If issues, such as exceedances or anomalous results are noted, the consultant will notify the Regional District immediately
 - (b) A brief letter summarizing the work undertaken, analytical results and data quality assessment/validation for each Bi-annual monitoring event shall be sent to the FVRD within 3 weeks of the results being received from the laboratory
 - (c) An annual Operations and Monitoring report summarizing the Landfill operations carried out on-Site and the results of the environmental monitoring plan (EMP) implemented throughout the fiscal year (Jan1 – Dec 31). Written in general accordance with the Landfill Criteria for Municipal Solid Waste (MOE, June 2016) and Section 4.6 of the OC and will be submitted to the Regional District by the last day of February of each year so that it can be included in the annual operations report that is to be submitted by the Regional District to the Ministry of Environment by March 31st of each year.
 - (a) The Regional District will send the successful Proponent all historical data that has been collected through past monitoring programs, so that they can bring it all together in one Microsoft Excel spreadsheet to create a central depository for all future monitoring data. From this data they will conduct a comprehensive trend analysis and include this in the annual reports.

(Collectively, the "**Services**") all to be provided with consideration being given to a focus on value to the FVRD and Project budget.

C.2 Timeline

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Deadline for Enquires	Monday February 24 th 2025
2	Submission Deadline	Friday February 28 th 2025

Part D - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

D.1 Closing Date and Location

Proposals must be received by 12 PM on Friday, February 28th, 2025 ("**Closing**") at the following email address:

bdyck@fvrd.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

D.2 Form of Proposal Submissions

Proponents are requested to submit the following copy/ies of their proposal ("**Proposal**"):

- i. one (1) electronic copy, save as a PDF emailed to bdyck@fvrd.ca

Proponents are requested to deliver proposals clearly marked with the RFP Number, RFP Title and Proponent's name and address.

D.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- i. Proponent's Experience - list of completed or current work requiring services comparable to the services sought in this RFP, including a brief description of the work, approximate contract value as set out in Schedule D;
- ii. Consultant's Experience - name and brief description of previous experience of the Environmental consultant the Proponent proposes to use as set out in Schedule D;
- iii. Costs - details costs for the Proponents provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax; and
- iv. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such as, details of the Proponent's team, including architectural consultant, their

roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

D.4 Required Qualifications

The preferred Proponent will have technical expertise in chemical hydrogeology, a demonstrated capacity for in-depth analysis of water sampling results, and will be experienced in undertaking similar environmental programs. The preferred Proponent will be expected to demonstrate in-depth knowledge of relevant publications and regulations including the most up-to-date versions of the following:

- Guidelines for Environmental Monitoring of Municipal Landfills
- British Columbia Field Sampling Manual for Continuous Monitoring plus the
- Collection of Air, Air-Emission, Water, Wastewater, Soil, Sediment and Biological Samples
- British Columbia Environmental Laboratory Manual for the Analysis of Water, Wastewater, Sediment and Biological Materials
- Approved and Working Criteria for Water Quality
- A Compendium of Working Water Quality Guidelines for British Columbia

All analytical testing must be carried out in a laboratory accredited by the Standards Council of Canada and the Canadian Association for Laboratory Accreditation Inc. (CALA) (Environmental scope of testing) and that is currently in compliance with all applicable government regulations.

D.5 Proposal Format

Each proposal shall be arranged as follows to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered:

Title Page: Showing RFP title “Environmental Monitoring Program”, Proposal Closing date and time, Proponent’s name and address, telephone number, e-mail address, and a contact name.

Letter of Introduction: One page, identifying the Proponent and signed by the person(s) authorized to sign on behalf of and to bind the Proponent to statements made in the proposal.

Table of Contents: Include page numbers.

Executive Summary: A short one or two page summary of key features of the proposal.

Profile: Short overview (no more than 2 pages) of the Proponent’s history including background on similar programs and highlighting skills and experience relevant to Scope of Services. Additional information such as brochures may take the form of appendices.

Firm and Staff Qualifications:

- Demonstrate relevant corporate expertise by summarizing experience, qualifications and technical capability to provide the Scope of Services.
- A list of key personnel that will be actively contributing to the Program and provide the resume and qualifications of each. Identify the Project Manager.
 - Also identify the current and anticipated work of each staff member and describe the availability (% of time) that each will dedicate to performing the required tasks in the Scope of Services.
- Identify any subcontractor or others that will be utilized, how they will contribute to the proposal and a brief background of the firm.
- Please include an overview of the QA/QC Program or Quality System used by your intended laboratory.

Methodology:

- Provide a discussion of the Scope of Services and your approach to the work to demonstrate understanding.
- Provide a clear description of your plan and methodology to accomplish the Scope of Services and include a detailed breakdown of required work activities.
- Provide a time-line as to when the required work would be accomplished.
- Identify a minimum guaranteed time commitment of hours on the ground.
- Include an overview of safe work procedures, including what precautions will be taken regarding wildlife and working alone procedures.
- Provide any sustainability policies, considerations or practices that will be employed.
- Provide an example of an annual or operational report involving water monitoring produced by a team member, preferably the project manager, from your company.

Fees:

- Identify a detailed total annual Program budget that outlines the cost associated with all required activities. These costs should be itemized on a line-by-line basis year. Schedule C: Form Of Proposal should be included this including the all-in 3 year cost.
- Provide any extra costs for disbursements such as mileage or meals that may apply to this project.
- Should any additional work be requested by the Regional District please outline all per diem or hourly charge-out rates of key personnel including an upset hourly rate for your Project Scientist, Field/Project Manager and Technician.
- If applicable, any travel related costs for out-of-town personnel shall be quoted on a "billed, at-cost" basis. In a resulting agreement, these costs would only be considered by the Regional District if deemed reasonable.
- Outline the proposed payment terms.
- Provide all pricing in Canadian dollars and except as noted below, any fees, rates and charges outlined in the proposal must include all applicable duties, taxes, brokerage fees, FOB destination, and delivery charges where applicable. Goods and Services Tax is to be indicated as a separate line item.

Please note:

- The Regional District will not supply any equipment, field-operation or storage sites, office space, or personnel/field staff. These items plus any cost for the mobilization and transportation of samples or crew will be required as part of the services provided.
- The proposal must account for any changes in the cost for fuel or other goods where costs may fluctuate over the term of a resulting contract.
- The resulting agreement with the preferred Proponent will contain a provision requiring general liability insurance in an amount not less than \$2,000,000 and registration with the Workers Compensation Board. Please include proof of insurance and WCB coverage in the form of a clearance letter(s) with the proposal.
- Be aware that all charge-out rates shall be fixed for the duration of the agreement, but that during this time the Regional District at its sole discretion may modify or reduce the Scope of Services; hence appropriate fee adjustments may be required and the preferred Proponent shall have no claim for loss or compensation if this occurs.

References: Provide a list of three relevant references with direct experience with key personnel; including names, job titles, and contact information.

D.6 Subcontracting

Utilizing a sub-contractor(s) (who must be clearly identified) in order to meet the RFP requirements is acceptable, if the Proponent can provide confidence that this sub-contractor(s) is willing and able to complete the work when and if required. This may also include a joint submission by two Proponents having no formal corporate link. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful provision of the goods and services and this must be defined in the proposal.

D.7 Information Meeting

A Proponent's meeting will not be held.

D.8 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Contact Person: Brett Dyck, Engineering, Utilities and Community Services Technologist

Address: 1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Email: bdyck@fvrd.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

Part E - TERMS AND CONDITIONS OF RFP

E.1 General

The terms and conditions in this Part E will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

E.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

E.3 Addendum

All subsequent information regarding this RFP including changes made to this document will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

E.4 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

- i. financial terms including but not limited to hourly and weekly rates and payment terms;
- ii. financial capabilities of the Proponent;
- iii. corporate and technical capability of the Proponent to provide the Services;
- iv. experience and performance of similar projects;
- v. history of past performance and dealings with the FVRD; and
- vi. references.

E.5 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

E.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

E.7 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with section E.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

E.8 FVRD's Rights and Reservations

The FVRD reserves the right to:

- i. reject any or all Proposals;
- ii. reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- iii. in the event that only one proposal is submitted, to return the Proposal unopened;
- iv. modify the terms of this RFP at any time in the FVRD's sole discretion;
- v. to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- vi. communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

E.9 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

E.10 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

E.11 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior

to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

E.12 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

E.13 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

E.14 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

E.15 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

E.16 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

E.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

E.18 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract .

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

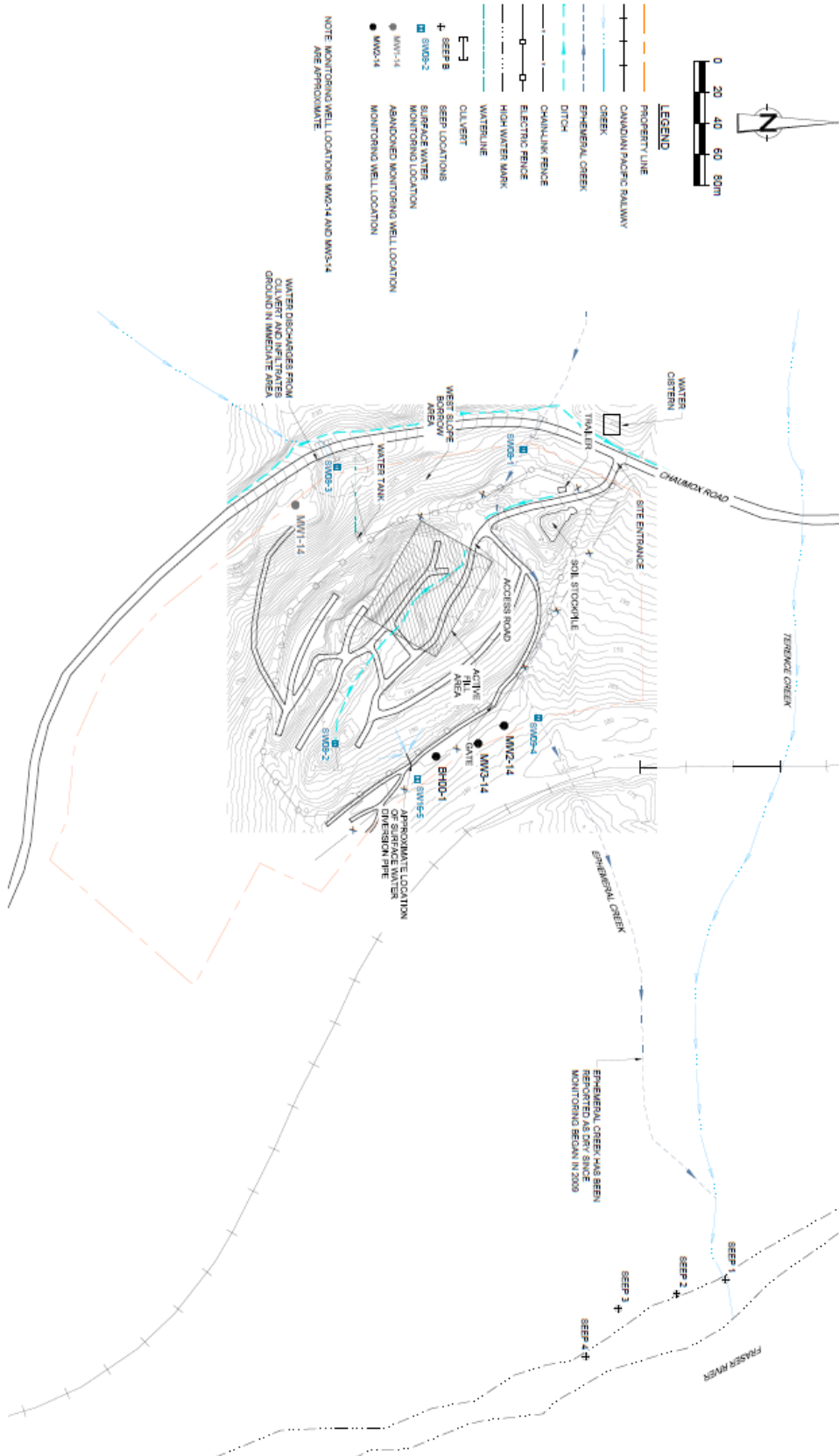
E.19 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

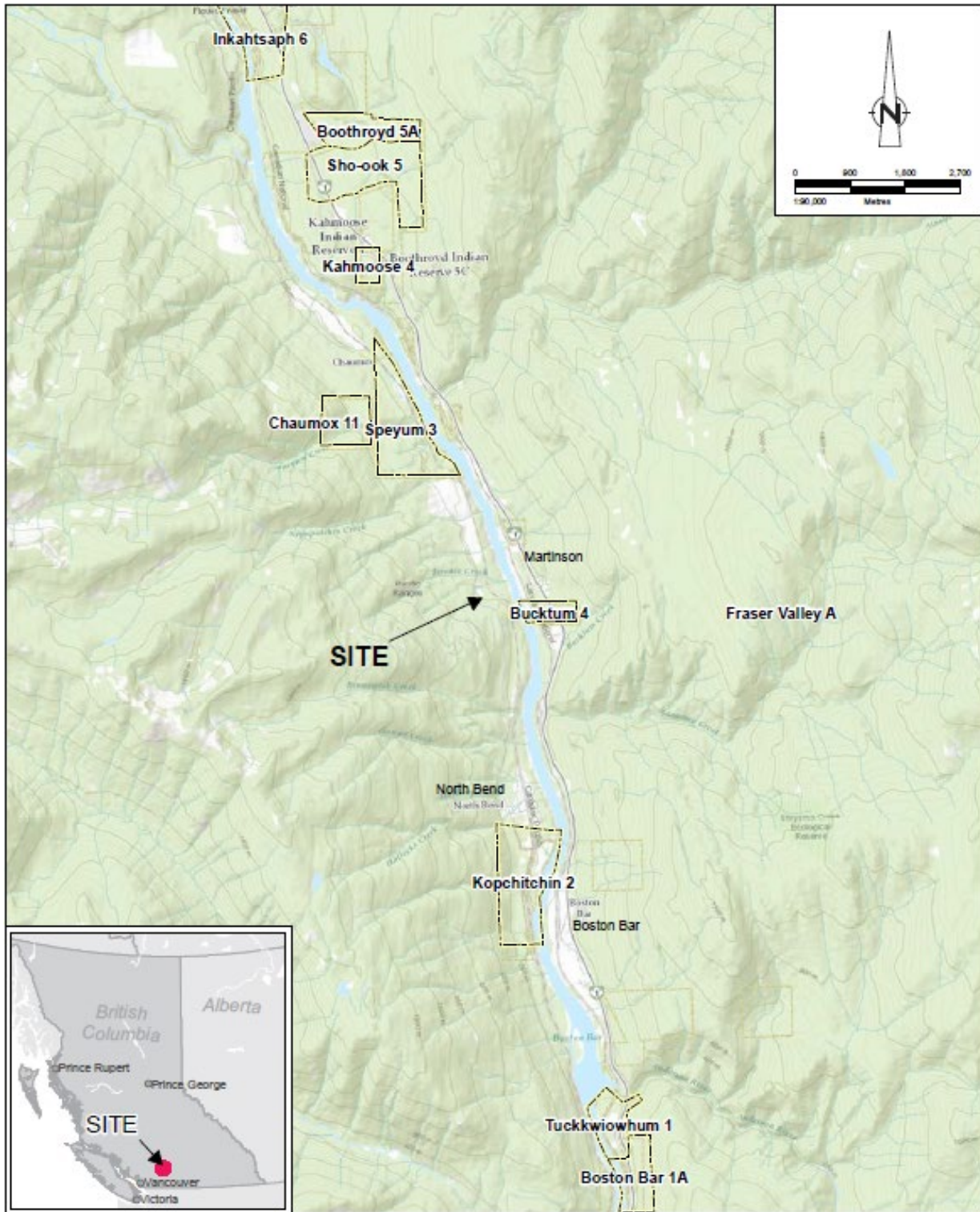
E.20 Form of Contract

The Contract will comprise a form of written agreement based on the MMCD standard form document Client Consultant Agreement as may be amended by mutually agreed supplementary conditions, and incorporate the FVRD's insurances requirements in this RFP.

Part F Schedule A: Monitoring Well Locations



Part G Schedule B: Location of Landfill



Part H Schedule C: Form Of Proposal

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment _____

Corporation Date of Incorporation _____ Business No. _____

We hereby offer to perform the Services required by this RFP for the stipulated price of:

Year 1: Monitoring Events, Lab Results & Annual Report \$ _____

Year 2: Monitoring Events, Lab Results & Annual Report \$ _____

Year 3: Monitoring Events, Lab Results & Annual Report \$ _____

Plus G.S.T. \$ _____

TOTAL \$ _____

Year 4: Monitoring Events, Lab Results & Annual Report – Mutual Option \$ _____

Year 5: Monitoring Events, Lab Results & Annual Report – Mutual Option \$ _____

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this ____ day of _____, 2025.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Part I Schedule D: Proponents Experience

Proponent Name: _____

Experience: _____

Dates: _____

Project Name: _____

Responsibility: _____

Experience: _____

Dates: _____

Project Name: _____

Responsibility: _____

Experience: _____

Dates: _____

Project Name: _____

Responsibility: _____

Part J Schedule E: Experience of Environmental Consultant

A list of previous comparable work, including a brief description of that work, approximate contract value.

Project name: _____

Work Description: _____

Value (\$): _____

Project name: _____

Work Description: _____

Value (\$): _____

Project name: _____

Work Description: _____

Value (\$): _____

Part K Schedule F: Decision Matrix

EVALUATION			
Decision Factors			
Mandatory Evaluation Criteria - Pass/Fail Criteria	Maximum Points	Weight	SCORE
Received by closing date and time			P/F
Inclusion of Mandatory Requirements			P/F
Pass/Fail (P/F)			P/F
Evaluation Selection Criteria			
Methodology	30		
Qualifications and experience of personnel	20		
Overall Suitability	10		
Total Cost of program	40		
SCORE	100		