

TORONTO TRANSIT COMMISSION  
PROCUREMENT & CATEGORY MANAGEMENT DEPARTMENT  
1900 YONGE STREET  
TORONTO, ONTARIO  
M4S 1Z2

**ADDENDUM NO. 3**

PAGE 1 OF 1

RFSQ No.: R25CB23568

TITLE: TEMPORARY IT PROFESSIONAL & TECHNICAL SERVICES

This addendum forms part of the RFSQ Documents and amends the original RFSQ Documents as noted below:

1. The closing date has been extended from October 17, 2023 to October 26, 2023.  
Refer to the attached Addendum No. 3, RFSQ for changes.
2. The TTC RFSQ Contact has changed to Jonathan Cheng  
([Jonathan.Cheng@ttc.ca](mailto:Jonathan.Cheng@ttc.ca))

**See attached for details of this addendum.**



**Request for Supplier Qualifications**  
**For**  
**TEMPORARY IT PROFESSIONAL & TECHNICAL SERVICES**

Request for Supplier Qualifications No.: R25CB23568

Issued: **August 25, 2023**

Submission Deadline: **October 26, 2023, 2:00:00 P.M. local time**

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## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Invitation to Respondents

This Request for Supplier Qualifications (“RFSQ”) is an invitation by the Toronto Transit Commission (“TTC”) to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to provide **Temporary (TEMP) Information Technology (IT) Professional & Technical Services** as further described in Section A of the RFSQ Particulars (Part 4) (the “Deliverables”).

The TTC’s Information Technology Services Department (“ITS”) requires temporary IT professional technical services, on an as-and-when required basis, to support and provide assistance during major projects and to assist TTC staff during projects of high volume for pre-determined periods.

As such, the TTC requires Suppliers to work directly with ITS to provide qualified temporary professional and technical assistance for work requests at the TTC’s various work locations throughout the City of Toronto, on an as required basis.

This RFSQ process is to establish a pool of up to six (6) top-ranked qualified respondents (Stage One) for each category, totalling up to twelve (12) qualified respondents for all categories, to provide the required services to the TTC. Respondents can choose to submit a response to one category or two categories. In the event a Respondent qualified for both categories, it is TTC’s intention to finalize one (1) agreement for both categories with the same Respondent.

Services will be carried out on an as required basis by TTC. Qualified respondent(s) will be invited to submit through the details outlined in the second-stage competitive process (Stage Two) to provide any of the services as described in Division 1 – Scope of Services.

### 1.2 RFSQ Contact

To contact TTC in relation to this RFSQ, respondents must register with TTC’s public purchasing portal at <https://ttc.bonfirehub.ca/opportunities/71765> (the “TTC’s Bonfire Portal”) and initiate the communication electronically through the Question and Answer function. TTC will not accept any respondent’s communications by any other means, except as specifically stated in this RFSQ.

For the purposes of this procurement process, the “RFSQ Contact” will be:

**Jonathan Cheng**  
**Senior Procurement Specialist**  
**Email: [Jonathan.Cheng@ttc.ca](mailto:Jonathan.Cheng@ttc.ca)**

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of TTC, other than the RFSQ Contact, concerning matters regarding this RFSQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s submission.

### 1.3 Master Service Agreement

Selected respondents will be invited to enter into an agreement in the form set out in Appendix F (the “Master Service Agreement”), which will govern the potential subsequent provision of the Deliverables pursuant to invitational second-stage competitive process (Stage Two). The term of the Master Service Agreement is to be for a period of up to three (3) years with options in favour of TTC to extend the Master Service Agreement on the same terms and conditions for additional up to thirty-six (36) months period at TTC’s sole discretion.

#### 1.3.1 COVID-19 Pandemic

TTC will follow all government, public authority or public health authority order, recommendation or emergency regulation, and applicable laws in booking and holding events/meetings. The Master Service Agreement will allow for the cancellation, or rescheduling of any event/meeting necessary to comply with any government, public authority or public health authority order, recommendation or emergency regulation due to the COVID-19 pandemic.

### 1.4 RFSQ Timetable

#### 1.4.1 Key Dates

|   |   |
|---|---|
| Issue Date of RFSQ                                | August 25, 2023   |
| Submission Deadline                               | <b><i>October 26, 2023 at 2:00:00 P.M. local time</i></b> |
| Rectification Period                              | 3 business days   |
| Anticipated Notification                          | <b><i>November 22, 2023</i></b>                           |
| Anticipated Execution of Master Service Agreement | November 30, 2023   |

The RFSQ timetable is tentative only and may be changed by TTC at any time. Business day shall mean any day that is not a Saturday, Sunday, or public holiday in the province of Ontario.

#### 1.4.2 Site Visit / Pre-Bid Meeting (if applicable)

Not applicable

#### 1.4.3 Information from the TTC

This RFSQ is available only through MERX, a web based electronic tendering system. For further information about MERX, call 1-800-964-MERX or visit the MERX website at [www.merx.com](http://www.merx.com).

Respondent who has not obtained this RFSQ through MERX may have its submission disqualified unless a third party has requested this RFSQ from MERX on that respondent’s behalf and has identified to MERX and the TTC’s Senior Procurement Specialist, that it is a third party obtaining the RFSQ Documents on behalf of a named potential respondent.

It is the responsibility of the Respondent to carefully examine the RFSQ Documents, ensure it has received all issued communications from MERX and the TTC, and to seek clarification from the Senior Procurement Specialist on any matter it considers to be unclear. The TTC shall not be responsible for any misunderstanding on the part of a Respondent concerning the RFSQ, the RFSQ Documents or the process to be followed by the TTC. Each Respondent is requested to report any errors, omissions or ambiguities in the RFSQ Documents to the TTC. If a Respondent

has a question or wishes to seek clarification, the Respondent shall direct questions or seek additional information or clarifications from the Senior Procurement Specialist or their designate.

The Respondent is solely responsible for ensuring that its submission is complete and correct and for ensuring that it is submitted to the address specified below on or before the Closing. Failure to complete the documents fully, or to provide all required documents and other information may result in a submission being rejected or in the Respondent being considered non-compliant.

All such information shall be on, and in accordance with, forms supplied by the TTC. All responses are to be submitted to TTC through the use of TTC's Bonfire Public Portal.

## **1.5 Submission of Responses**

### **1.5.1 Responses to be Submitted at the Prescribed Location**

Responses must be submitted through TTC's online Bonfire portal at:

<https://ttc.bonfirehub.ca/opportunities/71765>

Submissions by other methods will not be accepted.

Minimum system requirements are Internet Explorer 11, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Respondents should contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to submissions, or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>.

### **1.5.2 Responses to be Submitted on Time**

Responses must be uploaded and finalized on or before the Submission Deadline set out in the RFSQ Timetable.

Uploading large documents may take significant time, depending on file size and internet connection speed. It is strongly recommended that respondents allow sufficient time of at least one (1) hour before the Submission Deadline to upload documents and finalize their submissions.

Respondents will receive an email confirmation receipt with a unique confirmation number upon finalizing their submissions.

### **1.5.3 Responses to be Submitted in Prescribed Manner**

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire portal.

The maximum upload file size is 1000 MB.

Documents should not be embedded within uploaded files, as the embedded files will not be accessed or evaluated.

#### **1.5.4 Amendment of Responses**

Respondents may amend their responses prior to the Submission Deadline by un-submitting the response and re-submitting a revised response through the Bonfire portal.

#### **1.5.5 Withdrawal of Responses**

At any time throughout the RFSQ process, a respondent may withdraw a submitted response. To withdraw a response prior to the Submission Deadline, a respondent should un-submit the response through the Bonfire portal. Following the Submission Deadline, a notice of withdrawal must be sent to the RFSQ Contact and must be signed by an authorized representative of the respondent.

[End of Part 1]

## **PART 2 – EVALUATION AND SELECTION**

### **2.1 Stages of Evaluation**

TTC will conduct the evaluation of responses in the following two stages:

### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which responses comply with all of the mandatory submission requirements. If a response fails to satisfy any of the mandatory submission requirements, TTC will issue the respondent a rectification notice identifying the deficiencies and providing the respondent an opportunity to rectify the deficiencies. If the respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its response will be rejected. The Rectification Period will begin to run from the date and time that TTC issues a rectification notice to the respondent. The mandatory submission requirements are set out in Section C of the RFSQ Particulars (Part 4).

### **2.3 Stage II – Evaluation**

Stage II will consist of the following two sub-stages:

#### **2.3.1 Mandatory Technical Requirements**

TTC will review the responses to determine whether the mandatory technical requirements set out in Section D of the RFSQ Particulars (Part 4) have been met. Questions or queries on the part of TTC as to whether a response has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

#### **2.3.2 Evaluated Criteria**

TTC will evaluate each qualified response on the basis of the evaluated criteria as set out in Section F of the RFSQ Particulars (Part 4).

#### **2.3.3 Selection of Qualified Respondents**

Based on the evaluation of the responses in Stage II, TTC intends to select up to six (6) top-ranked qualified respondents for each category, or a combined up to twelve (12) top-ranked qualified respondents for two categories, to provide the required services to the TTC.

In the event that the TTC receives two or more submissions identical in final score, the TTC reserves the right to select one of the tied quotes by way of a coin toss (in the case of two identical final scored quotes), or lottery (in the case of more than two identical final scored quotes).

#### **2.3.4 Notification of Qualified Respondents**

The qualified respondents selected by TTC to enter into the Master Service Agreement in accordance with the process set out in the Evaluation of Responses (Part 2) will be notified by TTC in writing. Each selected respondent will be expected to satisfy the pre-conditions of award listed in Section E of the RFSQ Particulars (Part 4) and to enter into the Master Service Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent.



[End of Part 2]

## **PART 3 – TERMS AND CONDITIONS OF THE RFSQ PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 Respondents to Follow Instructions**

Respondents should structure their responses in accordance with the instructions in this RFSQ. Where information is requested in this RFSQ, any response made in a response should reference the applicable section numbers of this RFSQ.

#### **3.1.2 Responses in English**

All responses are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the respondent's response should be submitted in a fixed format, and the content of websites or other external documents referred to in the respondent's response but not attached will not be considered to form part of its response.

#### **3.1.4 Past Performance**

In the evaluation process, TTC may include information provided by the respondent's references and may take into consideration the respondent's past performance or conduct on previous contracts with TTC or other institutions.

#### **3.1.5 Information in RFSQ Only an Estimate**

TTC and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFSQ or issued by way of addenda. Any quantities shown or data contained in this RFSQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a response in response to this RFSQ.

#### **3.1.6 Respondents to Bear Their Own Costs**

The respondent will bear all costs associated with or incurred in the preparation and presentation of its response, including, if applicable, costs incurred for interviews or demonstrations.

#### **3.1.7 Response to be Retained by TTC**

TTC will not return the response or any accompanying documentation submitted by a respondent.

#### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

This RFSQ process will not result in any commitment by TTC to purchase any goods or services from any respondent, and TTC is under no obligation to proceed with any second-stage competitive process for the procurement of the Deliverables. TTC makes no guarantee of the value or volume of the Deliverables that may be required over the term of the Master Service Agreement. Neither the Master Service Agreement, nor any agreement entered into pursuant to

an invitational second-stage competitive process, will be an exclusive contract for the provision of the Deliverables. TTC may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

### **3.2 Communication after Issuance of RFSQ**

#### **3.2.1 Respondents to Review RFSQ**

Respondents should promptly examine all of the documents comprising this RFSQ, and may direct questions or seek additional information in writing by email through TTC's Bonfire Portal to the RFSQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFSQ Contact. TTC is under no obligation to provide additional information, and TTC is not responsible for any information provided by or obtained from any source other than the RFSQ Contact. It is the responsibility of the respondent to seek clarification from the RFSQ Contact on any matter it considers to be unclear. TTC is not responsible for any misunderstanding on the part of the respondent concerning this RFSQ or its process.

#### **3.2.2 All New Information to Respondents by Way of Addenda**

This RFSQ may be amended only by addendum in accordance with this section. If TTC, for any reason, determines that it is necessary to provide additional information relating to this RFSQ, such information will be communicated to all respondents by addenda posted through MERX Website. Each addendum forms an integral part of this RFSQ and may contain important information, including significant changes to this RFSQ. Respondents are responsible for obtaining all addenda issued by TTC on MERX Website.

Questions and answers during the RFSQ period will be posted on MERX Website for information purposes only and shall not be relied on.

#### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If TTC determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, TTC may extend the Submission Deadline for a reasonable period of time.

#### **3.2.4 Verify, Clarify, and Supplement**

When evaluating responses, TTC may request further information from the respondent or third parties in order to verify, clarify, or supplement the information provided in the respondent's response including but not limited to clarification with respect to whether a response meets the mandatory technical requirements set out in Section D of the RFSQ Particulars (Part 4). TTC may revisit, re-evaluate, and rescore the respondent's response or ranking on the basis of any such information.

### **3.3 Notification and Debriefing**

#### **3.3.1 Outcome of the RFSQ Process**

A list of selected respondents for this RFSQ may be published on MERX at the end of the RFSQ process.

### **3.3.2 Debriefing**

Respondents may request a debriefing after receipt of a notification of the outcome of the RFSQ process. All requests must be in writing to the RFSQ Contact and must be made within sixty (60) days of such notification.

### **3.3.3 Procurement Protest Procedure**

If a respondent wishes to challenge the RFSQ process, it should provide written notice to the RFSQ Contact in accordance with applicable procurement protest procedures.

## **3.4 Conflict of Interest and Prohibited Conduct**

### **3.4.1 Conflict of Interest**

For the purposes of this RFSQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFSQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of TTC in the preparation of its response that is not available to other respondents; (ii) having been involved in the development of the RFSQ, including having provided advice or assistance in the development of the RFSQ; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFSQ; (iv) communicating with any person with a view to influencing preferred treatment in the RFSQ process (including but not limited to the lobbying of decision makers involved in the RFSQ process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFSQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

TTC may disqualify a respondent for any conduct, situation, or circumstances determined by TTC, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

### **3.4.3 Disqualification for Prohibited Conduct**

TTC may disqualify a respondent or terminate any contract subsequently entered into if TTC determines that the respondent has engaged in any conduct prohibited by this RFSQ.

#### **3.4.4 Prohibited Respondent Communications**

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix 1).

#### **3.4.5 Respondent Not to Communicate with Media**

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFSQ or selection of respondents pursuant to this RFSQ without first obtaining the written permission of the RFSQ Contact.

#### **3.4.6 No Lobbying**

Respondents must not, in relation to this RFSQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of successful respondent(s). Respondents should note that chapter 140 (Lobbying) of the City of Toronto Municipal Code shall apply during this procurement.

#### **3.4.7 Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying (as described above) or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of TTC; deceitfulness; submitting responses containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process.

#### **3.4.8 Past Performance or Past Conduct**

TTC may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour submitted pricing or other commitments;
- (c) any conduct, situation or circumstance determined by TTC, in its sole and absolute discretion, to have constituted a Conflict of Interest; or
- (d) unsatisfactory performance review.

### **3.5 Confidential Information**

#### **3.5.1 Confidential Information of TTC**

All information provided by or obtained from TTC in any form in connection with this RFSQ either before or after the issuance of this RFSQ

- (a) is the sole property of TTC and must be treated as confidential;

- (b) is not to be used for any purpose other than replying to this RFSQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the RFSQ Contact; and
- (d) must be returned by the respondents to TTC immediately upon the request of TTC.

### **3.5.2 Confidential Information of Respondent**

A respondent should identify any information in its response or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by TTC. The confidentiality of such information will be maintained by TTC, except as otherwise required by the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended, any other applicable law or by order of a court or tribunal. Respondents are advised that their responses will, as necessary, be disclosed on a confidential basis, to TTC's advisers retained to advise or assist with the RFSQ process, including the evaluation of responses. If a respondent has any questions about the collection and use of personal information pursuant to this RFSQ, questions are to be submitted to the RFSQ Contact.

## **3.6 Procurement Process Non-Binding**

### **3.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFSQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor TTC will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the selection of respondents, a decision to reject a response or disqualify a respondent, or a decision of the respondent to withdraw its response.

### **3.6.2 No Legal Relationship or Obligation**

No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and TTC by this RFSQ process.

### **3.6.3 Cancellation**

TTC may cancel or amend the RFSQ process without liability at any time.

## **3.7 Governing Law and Interpretation**

The Terms and Conditions of RFSQ Process (Part 3)

- (a) are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

## **PART 4 – RFSQ PARTICULARS**

### **A. THE DELIVERABLES**

Refer to Division 1 – Scope of Services.

### **B. MATERIAL DISCLOSURES**

The material disclosures that apply to this RFSQ, if any, are set out below.

Refer to Division 1 – Scope of Services.

### **C. MANDATORY SUBMISSION REQUIREMENTS**

The Services are divided into two categories/packages as per the table below.

| <b>Category</b> | <b>Description</b>                                    |
|-----------------|---|
| Category 1      | IT Professional & Technical Services – STANDARD ROLES |
| Category 2      | IT Professional & Technical Services – SAP ROLES      |

A Respondent may submit a response to package 1 (for category 1) or package 2 (for category 2) or both packages (for both categories). The detailed requirements for each package are further described in the Scope of Services. The responses for each category will be evaluated separately and independently of each other.

#### **1. Submission Form (Appendix A1)**

Each response must include a Submission Form (Appendix 1) completed and signed by an authorized representative of the respondent.

#### **2. Corporate Summary Form (Appendix A)**

Each response must include a completed Corporate Summary Form (Appendix A) that complies with the instructions contained in the form.

#### **3. Proposed Key Staff Summary Form (Appendix B)**

Each response must include the completed Proposed Key Staff Summary Form (Appendix B) that complies with the instructions contained in the form.

#### **4. Proposed Work Methodology (Appendix C)**

Each response must include the completed Proposed Work Methodology (Appendix C) that complies with the instructions contained in the form.

#### **5. Joint Venture (Appendix D)**



Each response must include the completed Joint Venture (Appendix D) that complies with the instructions contained in the form.

## **6. Price Schedule (Appendix E)**

Each response must include the completed Price Schedule (Appendix E) that complies with the instructions contained in the form.

## **D. MANDATORY TECHNICAL REQUIREMENTS**

Refer to Mandatory Supplier Requirements from Division 1 – Scope of Services for details.

## **E. PRE-CONDITIONS OF AWARD**

N/A

## **F. EVALUATED CRITERIA**

The following sets out the evaluated criteria of the RFSQ.

| <b>Evaluation Criteria Category</b>         | <b>Marks</b>             |
|---|--------------------------|
| a) Corporate Summary – Appendix A           | <b>20</b>                |
| b) Project Team Qualifications – Appendix B | <b>20</b>                |
| c) Proposed Work Methodology – Appendix C   | <b>30</b>                |
| <b>Minimum Total Points Required (70%)</b>  | <b>49</b>                |
| d) Pricing - Appendix E                     | <b>30</b>                |
| <b>Total Points</b>                         | <b>Sum of a, b, c, d</b> |

Refer to Appendix A, B, C and E for details

## **G. RATED CRITERIA**

### **1. Standard Scoring Scale**

*For evaluation criteria, points will be awarded based on completeness and quality of response and the degree to which the Respondent addresses the key criteria listed. The following scales will be applied to all rated criteria contained in this evaluation, unless otherwise noted. The scale that will be used for scoring is identified in each section of the rated criteria. Each score will be a whole number (0 to 5).*

*Rated criteria are scored using the scoring scale below that will be identified in each section.*

| <b>Score</b> | <b>Rating</b>     | <b>Detailed Description</b>   | <b>% of Allocated Points</b> |
|--------------|-------------------|---|------------------------------|
| <b>5</b>     | <b>Superior</b>   | <ul style="list-style-type: none"> <li>• Response <u>exceeds</u> all the criteria and/or requirements.</li> <li>• Level of detail is comprehensive with fully substantiated claim(s).</li> <li>• All information requested is provided with no deficiencies noted.</li> <li>• The expressed information is of a specific nature that directly shows the applicability of the provided content to the needs of TTC.</li> <li>• Clearly demonstrates superior experience and knowledge of the subject matter.</li> </ul>    | <b>100</b>                   |
| <b>4</b>     | <b>Good</b>       | <ul style="list-style-type: none"> <li>• Response <u>fully meets</u> the criteria and/or requirements.</li> <li>• Level of detail is clear, concise, and thorough with well substantiated claim(s).</li> <li>• All information requested is provided with only minor deficiencies noted.</li> <li>• The expressed information is of a specific nature that directly shows the applicability of the provided content to the needs of TTC.</li> <li>• Clearly demonstrates full knowledge of the subject matter.</li> </ul> | <b>80</b>                    |
| <b>3</b>     | <b>Adequate</b>   | <ul style="list-style-type: none"> <li>• Response <u>substantially addresses</u> the criteria and/or requirements.</li> <li>• Information requested is provided with medium level of detail with major and minor deficiencies noted.</li> <li>• Demonstrates a good knowledge of the subject matter.</li> </ul>   | <b>60</b>                    |
| <b>2</b>     | <b>Fair</b>       | <ul style="list-style-type: none"> <li>• Response <u>does not demonstrate</u> the ability to meet the basic criteria and/or requirements.</li> <li>• Information requested is provided with minimal detail.</li> <li>• Demonstrates a limited knowledge of the subject matter.</li> </ul>   | <b>40</b>                    |
| <b>1</b>     | <b>Poor</b>       | <ul style="list-style-type: none"> <li>• Response <u>insufficiently addresses</u> the criteria and/or requirements.</li> <li>• Response contains no relevant detail, structure, and knowledge of the subject matter.</li> </ul>   | <b>20</b>                    |
| <b>0</b>     | <b>Inadequate</b> | <ul style="list-style-type: none"> <li>• No response provided.</li> </ul>   | <b>0</b>                     |

***Additional scoring criteria may be provided at the criteria item level, where appropriate, to provide additional context and response guidance.***

Upon completion of the evaluation of the Corporate Qualifications (Appendix A), Project Team Qualifications/Experience (Appendix B) and Proposed Work Methodology (Appendix C), only then will the Pricing be considered as a factor in the evaluation and selection process. The pricing information will be reviewed only for respondents considered qualified achieving a total minimum of 49 points out of the maximum 70 points available for the qualitative evaluation. The pricing component for each such submission will then be evaluated to determine a total evaluated price as follows:

### **ADDENDUM NO. 3**

## Evaluation of Pricing

Pricing is worth thirty (30.00) points of the total score and the evaluation is based on Year 1-3 pricing

- .1 A maximum of 30 points will be allocated for each category as submitted for the following:

The average AIMBR – shall be determined by averaging the AIMBR for each position as set out in this Section and for all 3 years.

The submission (based only on those proposals that have qualitatively scored at least 49 out of 70) with the lowest average All-Inclusive Maximum Hourly Billing Rates for the positions noted in this Section will receive the maximum 30 pricing points available and the balance of the Proposal will receive pricing points in accordance with the following formula:

The lowest average AIMBR – for the category divided by the Respondent's AIMBR for the same category, multiplied by the total number of pricing points available (30). For example:

|                                   |            |
|-----------------------------------|------------|
| Lowest average AIMBR              | \$100      |
| 2 <sup>nd</sup> low average AIMBR | \$120(*)   |
| 3 <sup>rd</sup> low average AIMBR | \$130(**)  |
| 4 <sup>th</sup> low average AIMBR | \$140(***) |

(\*) points for 2<sup>nd</sup> low average AIMBR = \$100 divided by \$120 multiplied by 30 = 25 points

(\*\*) points for 3<sup>rd</sup> low average AIMBR = \$100 divided by \$130 multiplied by 30 = 23.08 points

(\*\*\*) points for 4<sup>th</sup> low average AIMBR = \$100 divided by \$140 multiplied by 30 = 21.43 points

- .2 The qualitative score and the pricing scores are totalled and then ranked.

## Site Visits

TTC, at its sole discretion, reserves the right to conduct site visits of the respondent's facilities as part of the evaluation stage.

[End of Part 4]