

June 7, 2017

**ADDENDUM No. 1**

**REQUEST FOR PROPOSALS FS-17-01  
PURCHASING POLICY, PROCEDURE AND REFERENCE GUIDE, AND TRAINING**

*The addendum is being issued prior to the closing of the Request for Proposal (RFP) to provide further information, make changes to, or to clarify the RFP Documents and is to be read, interpreted and coordinated with all other parts of the RFP Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their tender submission, failure to do so may result in a non-compliant proposal.** This addendum shall form part of the Contract Documents.*

**RFP FS-17-01 is being amended to include the following:**

**“PROPOSAL EVALUATION AND SELECTION PROCESS**

All proposals will initially be evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the minimum standards specified in this RFP.

Evaluation of proposals will be by a committee formed by the Regional District in order to provide a recommended award of the Contract. The proposals will be evaluated on established criteria which will include the Proponent’s qualifications and experience, quality of product, contract price, supply, delivery and dates. The Proposal should be clear, concise, and complete.

The following proposal evaluation methodology will be used by the committee to evaluate the proposals received:

	<b>CRITERIA</b>	<b>WEIGHT</b>	<b>SCORE OUT OF 100</b>	<b>WEIGHTED SCORE</b>
A.	Consultant’s Qualifications and Experience	15%		
B.	Work Plan <ul style="list-style-type: none"> <li>• thoroughness of the project approach reflected in the Work Plan and Project schedule</li> <li>• level of effort reflected in total work hours of the team assigned to complete the Project; and</li> <li>• timing of Project tasks outlined in the Project schedule</li> </ul>	25%		
C.	Project Budget	40%		
D.	Quality of Proposal: <ul style="list-style-type: none"> <li>• including format</li> </ul>	5%		
E.	References: <ul style="list-style-type: none"> <li>• minimum of three (3) references</li> </ul>	15%		
	<b>TOTAL:</b>	100%		

Throughout the evaluation process, the Regional District, in its sole discretion, may request additional written clarification and/or supplemental information from selected proponents as part of the evaluation process.”

I/We hereby verify that we have considered this addendum in our Proposal.

\_\_\_\_\_  
Proponent's Signature

\_\_\_\_\_  
Date