

## APPENDIX B

### EXAMPLE OF RATING SCHEDULE FOR A PROPOSAL

No.	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points A x B (C)	Remarks
1	Personnel to be assigned or made available to the project	20			
2	Methodology or approach	15			
3	Past relevant experience	15			
4	Project schedule	10			
5*	Fees and expenses as compared to estimate	25			
6	Past performance appraisals	15			
	<b>TOTALS</b>	100		Maximum 1000	

\* For proponents qualifying for northern preference, the fees and estimates should be adjusted in accordance with the Government's Business Incentive Policy.

#### **INSTRUCTIONS FOR PREPARING AND USING THE RATING SCHEDULE**

Note: A copy of the Rating Schedule form should be issued and explained within the Request for Proposal documents.

1. Assign a weight to each criterion based on its relative importance. (For convenience, use a total weight of 100 so each weight is a percentage.) The weights and the criteria may vary from contract to contract depending on the nature of the work, except that price information is always required. Include the assigned weights in the Rating Schedule form issued within the Request for Proposals. Every proposal must be evaluated using the same weights.
2. Using a separate form for each proposal received, enter a rating score for each criterion in Column B, according to the following code.

Poor	1 - 3	points
Fair	4 - 6	points
Good	7 - 8	points
Excellent	9 - 10	points

Multiply the individual weights in Column A by the individual scores in Column B and enter the products in Column C. Add these products in Column C and enter the total at the bottom.

3. Compare the total scores on each form. The highest total score should indicate the proposal which potentially will provide the best value to the government.