

Procurement at York Region

Public Works Capital Delivery Consultant Open House

May 27, 2025



AGENDA

1. Introductions
2. The Procurement Process
3. Communication Methods
4. Evaluation and Scoring
5. Outcomes and Debriefs
6. Q&A

Introductions



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Program Manager, Procurement



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Program Manager, Procurement

THE PROCUREMENT PROCESS

PROCUREMENT BYLAW AND PROTOCOLS



Procurement Bylaw

- Requires that projects >\$133,800 are procured openly and competitively
- Projects <\$133,800 may be procured invitationally

Procurement Protocols

- Provide various mechanisms for procurements
- Most common for consulting services is Request for Proposals (RFPs)

REQUEST FOR PROPOSALS (RFP)



What is an RFP?

- Suppliers may propose a solution to meet the Region's deliverables
- Suppliers are evaluated on combination of technical and financial

What's in an RFP?

- Submission instructions and RFP process
- Deliverables
- Submission requirements and evaluation criteria
- Required pre-conditions of award
- Contract terms and conditions / form of agreement

WHERE AND HOW

Region's Bidding Website (Bids&Tenders™): <https://york.bidsandtenders.ca>

1. Preview bid documents (Free)
2. Register as a Plan Taker (Annual Fee \$439.90 or Pay Per bid fee \$132.04)
3. Ask questions and review addenda
4. Submit proposal by the submission deadline
5. If selected, submit required pre-conditions of award

COMMUNICATION METHODS

SPECIFIC RFPS

Blackout Period

- All communication must flow through the Procurement Representative
- Suppliers are not permitted to contact other Region employees

"Submit a Question" on Bidding Website

- Submit all questions using this feature
- Submit questions before the question deadline wherever possible
- Questions may be submitted after the deadline but are not guaranteed to be answered by the Region
- Questions will be answered via addendum to all suppliers

RFPC-2853-25 - Design, Contract Administration and Site Inspection Services for the Aurora Wells 1-4 Treatment Facility Upgrades

[Register for this Bid](#)

[Submit a Question](#)

[Bid De](#)

TIPS

- Review the whole RFP, including appendices and any addenda
- Reminder to review the following:
 - Contract Terms and Conditions / Form of Agreement
 - Insurance Requirements
 - Pre-Conditions of Award
- Submit questions early
- **There are no silly questions!**



GENERAL INQUIRIES

Bidding Website system concerns:

support@bidsandtenders.ca

1-800-594-4798

Bid related inquiries (not for a specific RFP):

Purchasing@york.ca

All other inquiries:

Procurement.Communications@york.ca

EVALUATIONS AND SCORING

EVALUATION OF PROPOSALS

Mandatory Requirements

- Requirements that must be confirmed or submitted at time of bidding
- Critical items – if not met, proposal will be rejected

Rated Criteria (Technical Proposal)

- Details that should be included in the proposal
- Reviewed and evaluated by the Region's Evaluation Team
- Minimum threshold(s) to proceed – 60% overall score

Pricing (Financial Proposal)

- Unsealed only when Rated Criteria is passed
- Scored using formula in RFP

EVALUATION MATRIX

EVALUATION MATRIX		
Rated Criteria Category	Assigned Points	Minimum Threshold
PHASE 1 - TECHNICAL PROPOSAL		
(1) Corporate Profile (11 points)		
(a) Corporate Profile	1	N/A
(b) Project Profiles (5) (2 points per profile)	10	
(2) Project Understanding (11 points)		
(a) Project Objectives	1	N/A
(b) Scope and Deliverables	8	
(c) Anticipated Challenges and Risks	2	
(3) Team Organization and Qualifications (30 points)		
(a) Overall Team Organization	1	N/A
(b) Project Manager	5	
(c) Project Coordinator	2	
(d) Project Scheduler	1	
(e) QA/QC Team	1	
(f) Lead Hydraulic Modeller	1	
(g) Lead Hydrogeologist	1	
(h) Lead Hydrologist / River Hydraulic / Water Resources Specialist	1	
(i) Lead Geotechnical Engineer	1	
(j) Lead Civil Engineer	1	
(k) Lead Structural Engineer	1	
(l) Lead Water Treatment Process Engineer	1	
(m) Lead Process Mechanical Engineer	1	

(n) Lead Process Control and Instrumentation Engineer	1	
(o) Lead Electrical Engineer	1	
(p) Lead Building Mechanical Engineer	1	
(q) Contract Administrator	3	
(r) Site Inspector	3	
(s) Commissioning Lead	1	
(t) Other Technical Leads	2	
(4) Approach (25 points)		
(a) Approach	10	N/A
(b) Schedule	5	
(c) Time-Task Matrix	10	
(5) Overall Submission (3 points) Completeness, comprehensiveness, and quality of the submission	3	N/A
Total for Phase 1 - Technical Proposal	80	48.0 points (60%)

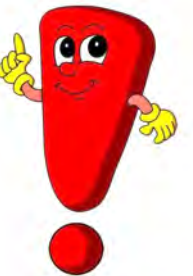
EVALUATION SCALE

- 7 = Meets All Requirements

EVALUATION SCALE		
Range	Score	Description
9 to 10 Exceeds requirements	10	Excellent – Exceeds the requirements in superlative / beneficial ways
	9	Very Good – Exceeds the requirements in ways that are beneficial to the Region
6 to 8 Meets requirements	8	Good –Meets all requirements in a way that is beneficial to the Region
	7	Satisfactory - Meets all requirements
	6	Average - Adequately meets all requirements; may lack in some areas which are not critical
3 to 5 Marginally meets requirements (some reservation)	5	Below Average - Meets most of the requirements; is lacking in some critical areas
	4	Poor - Minimally addresses some, but not all, of the requirements; lacking in most critical areas
	3	Very Poor - Limited understanding of the requirements; little or unsatisfactory information provided
0 to 2 Does not meet requirements	2	Unsatisfactory - Does not satisfy the requirements in any manner
	1	Unacceptable - Failed to understand the requirements or includes significant errors or is missing significant information
	0	Incomplete - Failed to submit any information

TIPS

- Tailor proposal to each RFP
- Structure the proposal to the Evaluation Matrix
- Pretend we know nothing about you
 - Evaluation Team may only consider what is in writing in the proposal
- Submit in a pdf format
- Use reader-friendly text and graphics
- Use the correct terminology
- Do not include hyperlinks
- Do not include any qualifying statements, conditions or terms
- Do not include any pricing in the Technical Proposal
- Ask questions!



OUTCOMES AND DEBRIEFS

OUTCOMES

- Posted on Region's Bidding Website for every RFP after award
- Notification issued to all Plan Takers
- Separate email for disqualifications and scoring under minimum thresholds

Bid Status:	Awarded
Bid Awarded Date:	Fri Feb 21, 2025 (EST)

Awarded

The following are the awarded vendors for the bid:

Company	Contact	Results
Robinson Consultants Inc	Salehin, Shaowda 111-911 Golf Links Road, Hamilton Ontario, Canada L9K 1H9	\$783,015.00

DEBRIEFS

Timelines:

- Request no later than ten (10) days after the Outcome is posted
- Submitted via email to Region's Procurement Representative

Content:

- Procurement Process
- Feedback from Evaluation - strengths, weaknesses, future improvements
- Evaluation ranking (e.g. 3rd out of 5 proposals)
- Not discussed:
 - Other proposals
 - Negotiation of scores

Q & A

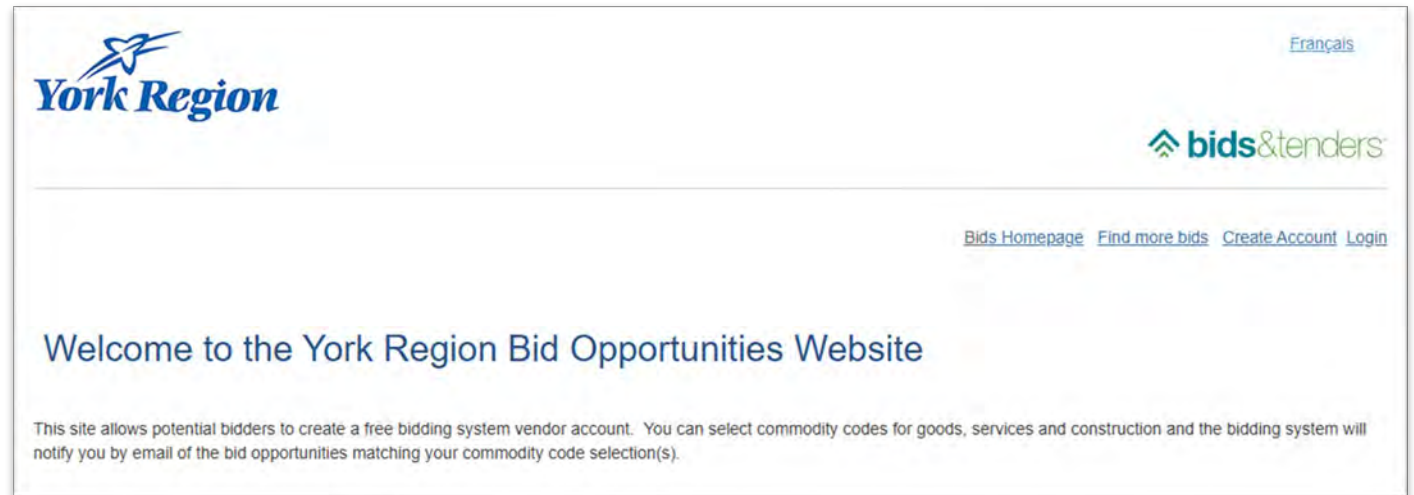
MORE INFORMATION

Information for Suppliers: <https://www.york.ca/business/information-suppliers>

- Procurement Bylaw and Protocols

Bidding Website (Bids&Tenders™): <https://york.bidsandtenders.ca>

- All available bid opportunities
- Key updates



Thank You

