

SECTION IV EVALUATION AND AWARD

4.1 EVALUATION

The evaluation of proposals will be undertaken in three stages:

- 1) Review each proposal to determine if the proponent submitting the proposal meets the Minimum Requirements.
- 2) Evaluate all proposals from proponents who meet the minimum requirements.
- 3) Select proponent(s) based on the evaluation scores achieved.

4.2 REJECTION OF UNACCEPTABLE PROPOSALS

The Evaluation may at any time reject a proposal, including a proposal from a proponent that complies with the Minimum Requirements, without completing a full evaluation, in that the evaluation would not be acceptable as the basis for a contract.

4.3 EVALUATION CRITERIA

Lakehead University intends to award a contract to the bidder whose proposal offers the best value to the University. The University is under no obligation to award any contract in whole or in part. The University reserves the right in its sole discretion to cancel this Request for Proposal process at any time before or after closing without providing reasons for such cancellation.

The Lowest or any proposal may not necessarily be accepted.

The Evaluation Guideline:

Team Composition	20%
Relevant Experience & Demonstrated Ability	40%
Methodology	40%
	100%

- 1) Any award made by the University shall be made in writing and shall be subject to the availability of funding at the time of award, (if any).
- 2) In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total bid prices and words shall govern over numbers.
- 3) In order to obtain the most advantageous offer for the University, the University reserves the right in its sole discretion:
 - i. To waive minor irregularities and/or minor non-compliance by any bidder with the requirements of this Request for Proposal

- ii. To request clarification and/or further information from one or more bidders after closing without becoming obligated to offer the same opportunity to all bidders.
- iii. To enter into negotiations with one or more bidders without being obligated to negotiate with, or offer the same opportunity to all bidders.

Bidders are advised however to submit a complete offer as their bid. Any waiver, clarification or negotiation will not be considered as an opportunity for bidders to correct errors in their bids.

- 4) The University shall not be responsible for any expenses or charges incurred by a bidder in preparing or submitting a proposal nor in providing any additional information considered necessary by the University for evaluation of proposals.
- 5) The University reserves the right in its sole discretion to amend this Request for Proposal at any time prior to close of bidding and bidders are cautioned to ensure they have received all addenda (if any) prior to submitting a bid.