

January 11, 1994

TO: ALL H.Q. DIRECTORS Prof. Services, Planning & Major Projects.
ALL REGIONAL DIRECTORS
ALL REGIONAL MANAGERS Prof. Services, Planning & Operations.
ALL DISTRICT HIGHWAYS MANAGERS
VANCOUVER ISLAND HIGHWAY PROJECT MANAGEMENT TEAM

SUBJECT: EVALUATIONS OF CONSULTANT PROPOSALS

REFERENCE: Guidebook to Consulting Services, Evaluation and Negotiation
Contract Administration Manual, Part III - Chapter 3 (3.1.2)

BACKGROUND:

The Ministry is required to ensure that each proposal for services submitted by a Consultant is individually evaluated in an impartial manner. The numerical values that are assigned to each criteria item on the evaluation form are usually determined by the evaluator through referencing the notes that were compiled while reviewing the proposals. When all the proposal evaluations are complete a consensus form is produced that averages the point values and determines the successful proposal. Historically, only the individual and consensus evaluation forms have been submitted to the project file. The absence of the accompanying individual evaluator's notes is contrary to the Document Disposal Act and restricts the Ministry's ability to justify that the evaluation process has been performed in a fair and equitable manner.

PROCEDURE:

While performing evaluations the evaluators shall compile a set of notes that justifies the reasoning behind the point values that have been assigned to each of the criteria items on each of their individual evaluation forms. The notes shall be attached to the individual evaluation forms and filed in the project file for audit purposes.

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