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Object: Quality Criteria

AUTHORITY

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

PART I – PURPOSE AND SCOPE

The disproportionate weighting of quality criteria is a practice considered non-compliant to the University's regulatory framework. This sometimes happens when the University is looking to emphasize the differentiating factors between tenders ("everything else subject to the quality evaluation being relatively equal"). However, these differentiating factors must not be artificially inflated. It is essential that criteria are weighted in a manner that is consistent with the importance they carry toward the contract's successful performance.

To ensure that the weighting of quality criteria in quality-only and quality-adjusted price Tenders by Invitation and public Calls for Tenders is reasonable and corresponds to the actual importance of criteria to the successful performance of the contract, Procurement Services hereby issues this **Directive**, effective as of the date hereof

PART II - INSTRUCTIONS

2.1. The University's procurement procedures impose the use of a minimum of 3 criteria, each with it own weighting in the score, the total of which must be 100 points.

2.2. There must be no "hidden scores". For reasons of transparency, all quality elements (sometimes incorrectly referred to as "sub-criteria") that are assigned a predetermined weighting must be disclosed (including said weighting), and raised to the level of criterion.

2.3. The general rule is to not have any single criterion weighted higher than half (50 points) of the total possible score, and to keep the total number of criteria at 10 or less.