



From : François Pouliot, Director, Procurement Services
Date: May 6, 2022
To: Buyers, Procurement Services
Subject: **SEAO details on quality evaluation results**

AUTHORITY

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

PART I – PURPOSE AND SCOPE

Since 2017, the University has abandoned the issuance of separate letters to inform tenderers of the quality scores (and reasons for being deemed unacceptable by the selection committee, as applicable) and has instead opted to leverage SEAO as the means of official communication of this information. The University has also added this practice as an obligation in its standard INSTRUCTIONS TO BIDDERS document (*minus the price information for highest quality score method):

McGill University will publish the initial description of each contract executed as a result of the CFT on SEAO within fifteen (15) days of contract award. The description will detail the following:

- the name, the price submitted, the quality score and the adjusted price of any Supplier with which a contract was executed;
- the name, the price submitted, the quality score, the adjusted price and rank of the other bidders;
- a mention of the rejected tenders and the type of criteria or condition on the basis of which the Tender was rejected;
- the nature and object of the Contract;
- the date the Contract was executed;
- the value of the Contract as executed, as accurately as possible;
- a description of the options, as applicable;
- the total value forecast for the Contract if all options are exercised, as applicable.

To ensure that this obligation is fulfilled in accordance with a consistent method, Procurement Services hereby issues this **Directive**, effective as of the date hereof.



PART II - INSTRUCTIONS

2.1. The Buyer must start by populating the “Contrat conclu” (“*Concluded Contract*”) tab in SEAO:



2.2. Down in the “Information supplémentaire” (“Additional Information”) field, the Buyer must enter the award results in the same manner as in the examples below.

*Should a tender be deemed unacceptable by the selection committee at the end of the quality evaluation, the Buyer will use the model of the text in the yellow rectangle.

**Should a tender be deemed unacceptable by the selection committee at the end of the quality evaluation of any individual eliminatory criteria, the Buyer will use the model of the text in the red rectangle.

Information supplémentaire

Contractant: [Compagnie A], Note de qualité = [#]/100, Prix ajusté = [\$\$], Prix soumissionné = [\$\$\$];

Soumission de 2e rang: [Compagnie B], Note de qualité = [#]/100, Prix ajusté = [\$\$], Prix soumissionné = [\$\$\$];

Soumission de 3e rang: [Compagnie C], Note de qualité = [#]/100, Prix ajusté = [\$\$], Prix soumissionné = [\$\$\$];

Soumission de Compagnie D: Note de qualité = [#]/100, La démonstration de la qualité n'a pas atteint les attentes minimales (note minimale de 70 points) et a été rejetée par le comité de sélection; le prix n'a pas été dévoilé

Soumission de Compagnie E: La démonstration de la qualité n'a pas atteint les attentes minimales pour un critère éliminatoire, l'évaluation de la qualité a cessé immédiatement et le prix n'a pas été dévoilé

2.3. The Buyer must save the information to SEAO and only publish it along with the contract results, once the contract is signed.