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 Buyer Organization: Ontario Cannabis Store

Overview

RFX Code	rfx_9267
Title	Expedited Same Day Delivery
Detailed Description	<p>As OCRC's marketplace evolves, the ability for the organization to provide a variety of delivery options to meet customers' expectations is imperative to the growth of its e-commerce business. Accordingly, the OCRC is looking to add expedited / same-day home delivery service that would include an interface that links to www.ocs.ca.</p> <p>This RFT is for a pilot and the term of the pilot is to be for an initial period ending on December 31st, 2019 and commencing upon a date to be determined by the OCRC, with two (2) optional extensions in favour of the OCRC at a term of six (6) months each on the same terms and conditions. Respondents should note that the OCRC will also have an option to terminate the purchase order for convenience upon ten (10) days prior written notice to the successful respondent.</p> <p>The initial rollout of this service at the OCRC will be focused on the GTA with potential future opportunities to scale to other regions across the Province of Ontario. This service will give the customer an option to, in addition to the existing delivery option of home delivery by Canada Post, have OCRC products delivered via expedited / same day delivery services if they fall within a prescribed geographic area.</p>
Status	Running

RFX Settings

Online Response Required:	Yes
Allow Suppliers to Respond by Consortium	No
RFX Publication	18/01/2019 16:31:54
Closing	04/02/2019 14:00:00
Time Limit for Expressing Interest	04/02/2019 14:00:00
Awarding Strategy	Best Technical Score

Additional Information

Section	Section Description
RFX Information	
Title	Description
OSS Number	Value Assigned by Buyer
Supplier Expressed Interest Visibility	Give Suppliers the ability to view other Suppliers that have expressed interest

Attachments

Path	Description	Folder Size
root (6)		1,065 KB
Filename	Downloadable	Last Modification Date
2018-064 OCRC – Expedited Same Day Delivery Services RFT – Appendix A.pdf	Yes	18/01/2019
2018-064 OCRC – Expedited Same Day Delivery Services RFT – Appendix C.pdf	Yes	18/01/2019
2018-064 OCRC – Expedited Same Day Delivery Services RFT – Attachment 1.docx	Yes	17/01/2019
2018-064 OCRC – Expedited Same Day Delivery Services RFT – Attachment 2.docx	Yes	18/01/2019
2018-064 OCRC – Expedited Same Day Delivery Services RFT Evaluation Process.pdf	Yes	18/01/2019
OCS Supplier Code of Business Conduct – Attachment 3.PDF	Yes	18/01/2019

Envelopes

Qualification Envelope	Yes
Technical Envelope	Yes
Commercial Envelope	No

Qualification Envelope

General Attachments

Not Allowed

INTRODUCTION AND EXECUTIVE SUMMARY

Question	Description	Question Type
Invitation to Respondents	This Request for Tender (the "RFT") is an invitation by the Ontario Cannabis Retail Corporation (the "OCRC") to prospective respondents to submit a tender for the provision of expedited / same day delivery services to customer homes for OCRC's Ecommerce business, as further described in Appendix A - "RFT Requirements".	
About the OCRC	<p>The OCRC, doing business as the Ontario Cannabis Store (OCS), is a Crown agency established under the Ontario Cannabis Retail Corporation Act, 2017, S.O. 2017, c. 26. As the exclusive online retailer and wholesale distributor of recreational cannabis in Ontario.</p> <p>The OCRC is initiating this RFT to identify one service provider to provide expedited / same day delivery services as described in this RFT and in compliance with current local, provincial and federal regulatory requirements.</p>	
Summary of RFT Requirements	<p>This RFT will be conducted as a two-stage procurement.</p> <p>Stage 1: As detailed in Appendix B, Stage 1 of the procurement will begin with the evaluation of Mandatory Submission Requirements (Phase I) as described in sections 1.1.4 to 1.1.7 below and pursuant to the rectification process outlined in section 2.2.2 of Appendix B. All submissions which meet all the Mandatory Submission Requirements will proceed to the evaluation of Technical Criteria (Phase II). All tenders which meet the minimum scoring threshold requirements outlined in Section 2.2.1 of Appendix B will be selected to proceed to Stage 2. For greater clarity, any submission which either fails to meet the Mandatory Submission Requirements (Phase I) as described in sections 1.1.4 to 1.1.7 or does not meet the points requirement for Technical Criteria (Phase II) per Appendix B, Section 2.2.1 will not proceed to Stage 2 of the evaluation and therefore not considered for award.</p> <p>Stage 2: The Stage 2 evaluation will only consider those respondents who successfully progress through Stage 1. All respondents who progress to Stage 2 will be treated on equal footing from the perspective of Stage 1 requirements. The Rate Bid Form (Attachment 2) will be evaluated for all eligible respondents and the eligible respondent that provides the best overall value to the organization will be considered for award. The lowest responsive and responsible vendor may or may not be awarded the contract at the sole and absolute discretion of OCRC without liability.</p> <p>Respondents should refer to Appendix A for further details on the RFT Requirements and Appendix B on the Submission/Evaluation Process.</p>	
Mandatory Submission Requirements	A tender shall include all requirements outlined in 1.1.5 to 1.1.7	
Submission Form (Attachment #1)	A Submission Form (Attachment #1) shall be completed and signed by an authorized representative of the respondent with the authority to bind the respondent. The form shall be attached in 1.3.1.	
Rate Bid Form (Attachment #2)	A Rate Bid Form (Attachment #2) shall be completed according to the instructions contained in the form. Other than inserting the information requested in the Rate Bid Form, a respondent may not make any changes to the Rate Bid Form. Any such changes could constitute a Material Deviation as set out within the document. Respondents shall attach the completed form in 1.4.1.	
Demonstrated Compliance with Mandatory Requirements	<p>Listed within sections 1.1.8 to 1.1.17 below are Mandatory Requirements which successful respondents will be required to comply with. The respondent shall, in each of those sections, indicate "Yes" to affirm their compliance with each Mandatory Requirement listed.</p> <p>In cases where a Respondent has not indicated "Yes" for every Mandatory Requirement listed below, their tender will not be considered for evaluation or award.</p>	
Question	Description	Question Type
Mandatory Requirement 1	Successful Respondents shall have the capability to provide expedited and same day delivery services.	Yes/No Value
Mandatory Requirement 2	Successful Respondents shall have a cross dock facility within the Greater Toronto Area (GTA).	Yes/No Value
Mandatory Requirement 3	Successful Respondents shall have the capability to pick up and manage palletized orders in bulk then break them into individual delivery parcels.	Yes/No Value
Mandatory Requirement 4	Successful Respondents shall have all required licenses and certifications to operate transportation/ delivery services which includes Less than Load (LTL), Full Truck Load (FTL), cross-dock, Business to Business delivery (B2B), Parcel Delivery and reverse logistics.	Yes/No Value
Mandatory Requirement 5	Successful Respondents shall have a delivery software platform that integrates with both Shopify Plus and Microsoft Dynamics 365.	Yes/No Value
Mandatory Requirement 6	Successful Respondents shall provide a user interface to measure and track delivery progress in real-time.	Yes/No Value
Mandatory Requirement 7	Successful Respondents shall provide evidence of a background check procedure for all delivery courier employees.	Yes/No Value
Mandatory Requirement 8	Successful Respondents shall be responsible for producing a digital audit trail evidencing that delivery personnel ensure only customers at least nineteen (19) years of age receive the shipment.	Yes/No Value
Mandatory Requirement 9	Successful respondents shall properly handle non-standard customer flows (i.e., refusal, returns, undeliverable). All products that are not delivered to the ultimate customer for any reason will be returned to OCRC or will be stored in a secure facility prior to return to OCRC.	Yes/No Value
Mandatory Requirement 10	Successful Respondents shall adhere to OCRC's parcel labeling specifications.	Yes/No Value
Question	Description	

Type of Contract	The OCRC intends to enter into a purchase order upon the terms and conditions in Appendix C – “Terms and Conditions” with one (1) legal entity at the sole and absolute discretion of OCRC and based on the requirements of the organization. The term of the assignment is to be for an initial period starting on or about March 1, 2019 and ending December 31, 2019, with two (2) optional extensions in favour of the OCRC at a term of six (6) months each on the same terms and conditions. Respondents should note that the OCRC will also have an option to terminate the purchase order for convenience upon fifteen (15) days prior written notice to the successful respondent.
RFT Timetable	The RFT timetable is tentative only and may be changed by the OCRC at any time. Deadline for Questions: January 28, 2019 @ 2:00 p.m. Toronto time Submission Deadline: February 4, 2019 @ 2:00 p.m. Toronto time Rectification Period: Two (2) Business Days. Estimated Commencement: March 1, 2019 For the purposes of this RFT, “Business Day” means any day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays on which the OCRC has elected to be closed for business.
Contact and Respondent Details	For the purposes of this procurement process, the Contact is: Name: Martin Bartosek, Procurement Manager Email: martin.bartosek@ocs.ca. Respondents should promptly examine all of the documents comprising the RFT and should: i. report any errors, omissions or ambiguities; and ii. direct questions or seek additional information in writing via BravoSolution’s Messages tool to the Contact on or before the Deadline for Questions. Respondents are advised to seek clarification from the Contact on any matter it considers to be unclear. The OCRC is not responsible for any misunderstanding on the part of a respondent concerning the RFT. All questions submitted by respondents to the Contact shall be deemed to be received once the message enters the Contact’s BravoSolution’s Messages inbox. No such communications are to be directed to anyone other than the Contact. While the OCRC will make best efforts to answer any respondent questions, it is under no obligation to provide additional information. In the interests of clarity and brevity, the OCRC may also combine similar or related questions.
Tender Structure	Respondents should structure their tenders in accordance with the instructions in Appendix B – “Submission Process”. Where information is requested in Appendix B, any response made in a tender should reference the applicable section numbers of the RFT where that request was made. Only tenders in English will be considered.
Submission	Respondents should reply to all questions included within both the Qualification and Technical envelopes of this RFT. Both Attachment 1 and Attachment 2 are provided within the General Attachments section of this RFT. Respondents will download Attachment 1, complete it and upload it into section 1.3.1. Respondents will download Attachment 2, complete it and upload it into section 1.4.1. Sections 2.2.4 to 2.2.9 of the Technical Envelope require responses in attachment form. For each question, the respondent will upload their response, in document form, directly into the eTender tool. The combined page count of all submission content within the Technical Envelope shall be a maximum of 10 pages in length not including a cover page or index page. Email submission of the tender will not be accepted.
Method of Submission	Tenders shall be submitted electronically via the eTendering Portal on or before the Submission Deadline. Tenders submitted after the Submission Deadline will be rejected. For any eTendering Portal support inquiries at 866-722-7390.
Tender Submission / Evaluation Process	The Submission/Evaluation Process for this RFT is set out in Appendix B – “Submission/Evaluation Process”.
Amending and Withdrawing Tenders	A tender may not be amended after the submission deadline by a respondent except as expressly set out in the terms of the RFT; however, at any time throughout the RFT process, a respondent may withdraw a submitted tender if the respondent no longer wishes to participate in the RFT process. To affect a withdrawal, a notice of withdrawal shall be sent to the Contact and shall be signed by an authorized representative of the respondent. The OCRC is not under any obligation to return withdrawn tenders.

GENERAL TERMS AND CONDITIONS OF THE RFT PROCESS

Question	Description
Definitions	Business Day: For the purposes of this RFT, “Business Day” means any day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays on which the OCRC has elected to be closed for business. OCRC: Means Ontario Cannabis Retail Corporation
Information in RFT Only an Estimate	The OCRC and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFT or issued by way of addenda. Any quantities shown, or data contained in the RFT or provided by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general size of the work. It is the respondent’s responsibility to avail itself of all the necessary information to prepare a tender in response to the RFT.
No Guarantee of Volume of Work or Exclusivity of Contract	The OCRC does not make any guarantee as to the value or volume of work to be assigned to the successful respondent. The agreement to be executed with the successful respondent will not be an exclusive contract. The OCRC may contract with others for the same or similar requirements to those described in the RFT or may obtain the requirements internally.
Respondents Shall Bear Their Own Costs	The respondent shall bear all costs associated with or incurred in the preparation and presentation of its tender, including, if applicable, costs incurred for interviews or demonstrations. The OCRC will not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by a respondent as a result of participating in, or otherwise in connection with, the RFT.

All New Information to Respondents by Way of Addenda	The RFT may be amended only by an addendum in accordance with this section. If the OCRC, for any reason, determines that it is necessary to provide additional information relating to the RFT, such information will be communicated by addenda. Each addendum forms an integral part of the RFT. Such addenda may contain important information, including significant changes to the RFT. Respondents are responsible for obtaining all addenda issued by the OCRC. In the Submission Form (Attachment #1), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.
Addenda and Extension of Submission Deadline	If any addendum is issued, the OCRC may at its discretion extend the Submission Deadline for a reasonable amount of time.
Verify, Clarify and Supplement	When evaluating responses, the OCRC may request further information from the respondent in order to verify, clarify or supplement the information provided in the respondent's tender. The OCRC may revisit and re-evaluate the respondent's response or ranking on the basis of any such information.
No Incorporation by Reference	The entire content of the respondent's tender should be submitted in a fixed form. The content of websites or other external documents referred to in the respondent's tender will not be considered to form part of its tender.
Tender to be retained by the OCRC	The OCRC is not required to return the tender or any accompanying documentation submitted by a respondent.
Debriefing	Unsuccessful respondents may request a debriefing after receipt of a notification of the award of the contract by sending a written request to the Contact within thirty (30) days of notification of award. The intent of the debriefing is to provide feedback regarding the respondent's own tender. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process, nor to discuss in detail tenders submitted by other respondents.
Prohibited Respondent Communications	The respondent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Attachment #1). For the purposes of this RFT, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Attachment #1).
Respondent Not to Communicate with Media	A respondent shall not at any time directly or indirectly communicate with the media in relation to the RFT or any contract awarded pursuant to the RFT without first obtaining the written permission of the Contact.
Confidential Information of OCRC	All information provided by or obtained from the OCRC in any form in connection with the RFT either before or after the issuance of the RFT: I. is the sole property of the OCRC and must be treated as confidential; II. must not be used for any purpose other than replying to the RFT and the performance of any subsequent contract; III. must not be disclosed without prior written authorization from the OCRC; and, IV. shall be returned by the respondent to the OCRC immediately upon the request of the OCRC.
Confidentiality and Non-Disclosure Agreement	Each respondent will be required to sign a Confidentiality and Non-Disclosure Agreement prior to commencement of the assignment.
Confidential Information of Respondent	A respondent should identify any information in its tender or any accompanying documentation supplied in confidence for which the respondent would expect confidentiality to be maintained by the OCRC. The confidentiality of such information will be maintained by the OCRC, except (i) as otherwise required by law (including, without limitation the public access provisions of the Freedom of Information and Protection of Privacy Act, as amended from time to time) or by order of a court or tribunal. Respondents are advised that their tenders will, as necessary, be disclosed on a confidential basis, to the OCRC and the OCRC's advisers retained for the purpose of evaluating or participating in the evaluation of their tenders. If a respondent has any questions about the collection and use of confidential information or personal information pursuant to the RFT, questions should be submitted to the Contact.
Inappropriate Conduct and Conflict of Interest	The OCRC may prohibit a respondent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior OCRC procurement process. Inappropriate conduct includes but is not limited to the following: (i) the submission of a response to an OCRC procurement process containing misrepresentations or any other inaccurate, misleading or incomplete information; (ii) the refusal of the respondent to honour its pricing or other commitments made in its response to an OCRC procurement process; and (iii) any other conduct, situation or circumstance, as solely determined by the OCRC, that constitutes inappropriate conduct. The OCRC may also (i) disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest in respect of this RFT process, as solely determined by the OCRC; or (ii) in its sole discretion, waive a potential or actual Conflict of Interest, which waiver may be upon such terms and conditions as the OCRC, in their discretion, may require to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.
Disqualification for Misrepresentation	The OCRC may disqualify the respondent if the respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.
References and Past Performance	The OCRC's evaluation may include information provided by the respondent's references, if applicable, and may also consider the respondent's past performance on previous contracts with the OCRC or other institutions.
Cancellation	The OCRC may cancel or amend the RFT process without liability at any time.
Litigation	The OCRC may, in its absolute discretion, reject a tender if the respondent, or any officer or director of the respondent, is or has been involved within five (5) years of the issue date of the RFT, either directly or indirectly through another corporation, (i) in a legal action taken by the OCRC, any of its board members, officers or employees in connection with any matters related to the OCRC, or (ii) in a legal action against the OCRC, any of its board members, officers or employees, in connection with any matter related to the OCRC, including without limitation, arising from the OCRC's exercise of its powers, duties or functions.
Governing Law	These terms and conditions are (i) included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); and (ii) to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

ATTACHMENT 1 – SUBMISSION FORM

Question	Description	Question Type
Completed Attachment 1 – Submission Form	The respondent must attach the completed Attachment 1 – Submission Form (found in the General Attachments) in this section.	Attachment

ATTACHMENT 2 – RATE BID FORM

Question	Description	Question Type
Completed Attachment 2 – Rate Bid Form	The respondent must attach the completed Attachment 2 – Rate Bid Form (found in the General Attachments) in this section.	Attachment

Attachment 3 – OCS Supplier Code of Business Conduct

Question	Description
OCS Supplier Code of Business Conduct	Vendors will act in accordance with the OCS Supplier Code of Business Conduct. (found in the General Attachments).

Technical Envelope

General Attachments
Allowed

Appendix A – RFT Requirements

Question	Description
RFT Requirements	Appendix A – the document detailing the requirements of this RFT can be found in the General Attachments.

Appendix B – Submission / Evaluation Process

Question	Description	
OVERVIEW OF TENDER EVALUATION	<p>All tenders will be evaluated through a comprehensive review and analysis by an evaluation committee. The goal of the evaluation committee will be to select one (1) vendor which, in the opinion of the committee, meets the OCRC's requirements under this RFT and provides the best overall value to the OCRC as determined by the OCRC in their sole and absolute discretion. The lowest priced submission may not necessarily be awarded.</p> <p>As per section 1.1.3 of the Qualification Envelope, evaluation of tenders will be completed in two stages.</p> <p>Stage 1 will consist firstly of an evaluation of Mandatory Submission Requirements (Phase I) and, for only those submissions that meet the requirements of Phase I, an evaluation of Technical Criteria (Phase II). Only those tenders that meet the requirements outlined in both Phase I and Phase II will be selected to proceed to Stage 2.</p> <p>Stage 2 will consist of an evaluation of each eligible respondent's Rate Bid Form (Attachment 2). The pricing submission for all respondents who have successfully met the requirements of Stage 1 will be compared and the eligible respondent that provides the greatest overall value to the organization, as determined by OCRC in their sole and absolute discretion, will be considered for award. In order to facilitate the Submission / Evaluation Process, respondents are requested to reference and title their response with each corresponding section number and title of the sections below.</p> <p>Note: In cases where a Respondent has not indicated "Yes" for every Mandatory Requirement listed in sections 1.1.8 to 1.1.17 of the Qualification Envelope, their tender will be deemed to have failed and will not proceed to further phases within this evaluation and therefore not considered for award.</p> <p>For further clarity, an overview of the Evaluation Process for this RFT is provided in the General Attachments Section of the RFT.</p>	
STAGE 1 PHASE I – MANDATORY SUBMISSION REQUIREMENTS AND PROCESS	<p>RECTIFICATION</p> <p>Phase I will consist of a review to determine which tenders comply with all of the mandatory submission requirements. Tenders failing to satisfy the mandatory submission requirements in sections 1.1.5 and 1.1.6 of the Qualification Envelope as of the Submission Deadline may be provided an opportunity to rectify any deficiencies. The OCRC is under no obligation to notify a respondent of any deficiencies.</p> <p>For the purposes of the Rate Bid Form (Attachment #2), the review under this Phase I will consist of a review for any Material Deviations, as defined below. "Material Deviations" shall mean the respondent's completion or failure to complete the Rate Bid Form in a manner that impedes, in any material way, the ability of the OCRC to evaluate the tender. If a tender contains a Rate Bid Form that contains a Material Deviation, such tender will be disqualified without further rectification. Rate Bid Forms that require rectification for issues that do not constitute Material Deviations may be subject to the rectification process. Determination of what constitutes a Material Deviation shall be in OCRC's sole and absolute discretion.</p> <p>The Rectification Period will begin to run on the date that the OCRC issues its rectification notice to the respondent and expires at 4:00 p.m. on the last day of the Rectification Period. A rectification notice sent to the respondent by electronic mail or facsimile is deemed to be issued on the day that it is sent. If the rectification notice is sent after the end of a Business Day or on a day that is not a Business Day, then the rectification notice is deemed to be issued on the next following Business Day. Tenders satisfying the mandatory submission requirements during the Rectification Period will proceed to Phase II. Tenders failing to satisfy the mandatory submission requirements will be excluded from further consideration.</p>	
STAGE 1 – PHASE II – EVALUATION OF TECHNICAL CRITERIA	<p>Phase II will consist of a scoring by the OCRC of each tender on the basis of the technical criteria as set out in sections 2.2.4 to 2.2.9 below. Respondents should submit the information requested for each category of this technical evaluation as outlined below including the order and headings. Respondents will be evaluated based on the demonstration of expertise and past experience cited relating to each of the following requirements. Province of Ontario public sector experience and controlled substances experience will be considered when determining score for each subject below:</p>	
Question	Description	Question Type

Company Summary [5 points]	Respondents should submit a description of the company background, including ownership structure, number of years' experience in providing the services requested in this RFT; including the description of similar client scopes delivered. Respondents should have a minimum of 10 years of experience providing delivery services of controlled / secured products transportation within the Province of Ontario.	Attachment
Business and Operational [20 points]	Respondent should submit a summary of capabilities as follows: I. Ability to meet a same day service delivery cut off time. Ability to meet a later cut off time will be an asset. II. Ability to manage palletized shipments. III. Digital order tracking and audit trail. IV. Mitigation against products entering illicit market. V. Geographic radius for expedited / same day delivery. VI. Maximum weight for palletized delivery.	Attachment
Technical [15 points]	Respondent should submit a summary of capabilities as follows: I. Electronic data exchange that can be technically integrated by each of the respective party's systems. II. User interface to measure and track delivery progress. III. Courier to customer communication channels. IV. Programming with mobile native programming languages including SWIFT 3.0 and JavaScript.	Attachment
Reporting [10 points]	Respondent should submit a summary of capabilities as follows: I. Real time delivery reporting metrics including estimated time of delivery, distance to target and progress map. II. Quality of service metrics including customer ratings.	Attachment
Security Requirements [10 points]	Respondent should submit a summary of capabilities as follows: I. Data encryption between successful respondent and OCRC. II. Compliance with information security best practices, at minimum PCI-DSS and SSAE16 or CSAE3416. III. Maintenance/ protection of personal information.	Attachment
Testing Requirements [10 points]	Respondent should submit a summary of capabilities as follows: I. Application Programming Interface (API) or code necessary for the successful exchange of data. II. Quality assurance, testing processes and methodologies.	Attachment
Question	Description	
SELECTION FOR ADVANCING TO STAGE 2	Each respondent who achieves the minimum threshold score for Stage I Phase II, as indicated in Section 2.2.1 above, will advance to Stage II. For further clarity, respondents whose tenders do not achieve the minimum threshold score as indicated in Section 2.2.1 will be deemed to have been unsuccessful and will not proceed to further phases within this evaluation and therefore not considered for award.	
STAGE 2 – EVALUATION OF PRICING	Stage II will consist of the evaluation pricing. The evaluation of price will be undertaken after the completion of Stage I of the evaluation. Respondents should review and complete the Rate Bid Form (Attachment #2) found in General Attachments and attach it in Section 1.4.1 of the Qualification Envelope. Based on the information submitted in the Rate Bid Form, OCRC will calculate an overall fees total that will cover the term of the contract period for each respondent that moves to Stage II. The respondent that meets the best overall value to the organization will be considered for award. For further clarification, all respondents who are successful in progressing to Stage II of the evaluation will all be considered to be of sufficient competence and the decision within Stage II will be based solely on overall value to the organization among those respondents still being considered for award.	
TERMS AND CONDITIONS	The terms and conditions found in Appendix C shall form the basis of the agreement with the selected respondent.	
NOTIFICATION TO OTHER RESPONDENTS	If applicable, respondents that do not meet a threshold or are not qualified to advance within the evaluation process will be informed. Once a contract is awarded, respondents will be notified in the same manner that the RFT was posted.	

Appendix C – RFT Terms and Conditions

Question	Description
Terms and Conditions	Appendix C – the document outlining the Terms and Conditions associated with this RFT can be found in the General Attachments.