



International Civil Aviation Organization

FINAL REVIEW OF THE CRV TENDER PACKAGE

Bangkok, Thailand, 21 – 22 July 2015

Agenda Item 3: Review and adoption of the evaluation plan and evaluation form

EVALUATION PLAN AND EVALUATION FORM

(Presented by the Secretariat)

SUMMARY

This paper introduces the evaluation plan and evaluation form that will be used to compare the proposals.

1. Introduction

1.1 A tender package has been developed by the CRV Task Force to procure network services.

1.2 This paper introduces the evaluation package that has to be reviewed in view of its use by the CRV evaluation committee.

2. Discussion

2.1 The evaluation form delivered by **Task 37-c Make user Requirements** was commented by APAC States in June 2015 and consolidated by **Task 38 Determine Selection Process** composed of CRV Chair, ICAO RO CNS Officer and ICAO TCB expert from 29 June to 10 July 2015.

2.2 The evaluation package consists of:

- Evaluation of CRV Services form
- Guidance for CRV evaluation committee member

2.3 The form Evaluation of CRV Services is based on ICAO procurement code and practices and uses the ICAO template.

2.4 The guidance for CRV evaluation committee member refines the criteria developed in the aforementioned form to constitute a sound and fair basis for evaluation, as potentially all Pioneer States may want to contribute to the evaluation process.

2.5 The evaluation package is available here for comments by CRV Pioneer States (secured access):

<https://portal.icao.int/CRV/2%20CRV%20project%20Tasks%20with%20deliverables/2-4%20User%20requirements%20and%20Safety%20Preliminary%20Analysis/Final%20review%20of%20the%20tender%20package%201-22%20July%2015/Evaluation%20package%20to%20be%20reviewed>

2.6 Concerning the process (evaluation plan) it is proposed to:

- Limit the participation to 1 member by State/Administration
- Groups be constituted as follows, based on the successful experience with RFI
 - **GROUP 1:**
 - TECHNICAL CRITERIA 1 - Corporate Experience and Capability
 - TECHNICAL CRITERIA 2 - Proposed Work Plan and Approach
 - **GROUP 2:**
 - TECHNICAL CRITERIA 3 - Skill and Experience of Personnel
 - TECHNICAL CRITERIA 4 - Additional Criteria (Network design and user's interface, Configuration management, Fault management, Security management, Monitoring and reporting, Training, optional gateway service)
 - **GROUP 3:** Financial criteria
 - 1 member can contribute to 1 to 3 groups
 - Technical criteria: this member prepares his/her pre-evaluation form before the evaluation meeting (for groups 1 and 2)
 - Based on the inputs from members, a score is given to all criteria in accordance with the guidance. If based on discussions a score cannot be given for a specific criterion, then the average of all notes for that criterion will be retained.
 - for the financial criteria no pre-evaluation has to be carried out as the Case study will be directly used to evaluate the financial criteria for each tender.

2.7 The evaluation form will be reviewed by ICAO in accordance with the ICAO procurement code.

3. Action by the Meeting

3.1 The meeting is invited to:

- a) note the information contained in this paper;
- b) review the evaluation package and proposed process of evaluation; and
- c) discuss any other relevant matters as appropriate.
