# **Annex III: Technical Evaluation Criteria**

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| **Criteria** | **Maximum Score**  **(Points)** |
| **Company Qualification**  Details related to background information about the firm including pertinent firm history, location of the office and the storage and whether any hazardous businesses nearby, as well as indicators of the firm’s strategy, size, growth and financial strength as well as the client base of each proposer, and data points such as overall number of back file conversion project of similar size and scope.  Outline any partnerships or collaborations that may be part of the implemented solution.  Ability to provide climate-controlled and non-climate-controlled storage | 30 |
| **Technical Information**  Details related to quality assurance, confirmation to the requirements, and meeting of the mandatory and non-mandatory technical requirements specified in the Technical Response Grid above. | 30 |
| **Management of Services Approach**   * List and description of the team member(s) (i.e. Account Manager) that will liaise with UNICEF to provide the services described in the proposal as well as information on the firm’s couriers staffing (whether or not they are staffed/outsourced). * Approach to the replacement of personnel when UNICEF is dissatisfied with the performance of an individual assigned by the vendor. * Description of Proposers’ approach to overall management of service and account management systems and methodology; including outline of Vendor’s project management procedures, screening process for new employees and training for employees, availability of designated customer service representative | 20 |
| **TOTAL Score** | **80** |