

## Evaluation Criteria

All proposals for the CFMS Annual General Meeting 2019, which have been received by the specified deadline, will be evaluated using the following criteria, developed based on the “CFMS AGM 2019 – Request for Proposals.”

### 1. Sponsorship & Local Support: 30%

- The proposal demonstrated efforts taken to secure local/regional sponsors and lists these sponsors in the proposal.
- The proposal does not include sponsors in conflict with CFMS policy, such as: political parties, banks, insurance companies, pharma industry, alcohol, etc.
- The efforts to secure sponsorship do not include CaRMS, Resident Doctors of Canada (RDoC), CFPC, Canadian Medical Association, or MD Financial Management who are contacted at a later date directly by CFMS.

### 2. Budget considerations: 40%

- The proposal demonstrates an ability to balance a budget
- The proposal includes a registration fee of \$200.00 or below as listed a maximum in the Call for Proposals) incl. delegate accommodations, social events, all meals.
- All taxes have been included/considered.
- Breakfast & lunch and breaks have been considered
- Audiovisual equipment available and costed, any associated wifi costs considered

*Note: budget for delegates and CFMS executive to travel to the city of AGM are not a consideration **and all cities are to be evaluated equally on their budgets regardless of geographic location.***

### 3. Meeting Room and Delegate Accommodations : 10%

- The meeting location is appropriate to accommodate 170 (expected 150 delegates plus guests) people with all necessary additional rooms as outlined in bid document.
- Easily accessible for physically disabled delegates & guests
- All accommodations preferable located in one venue and if not, within reasonable proximity
- 40 rooms of two double beds are block booked at hotel at negotiated discount rate and available for CFMS and schools to make final reservations.

### 4. Social and Wellness Activities, Creativity: 20%

- Proposal includes social activities which would be enjoyable for delegates
- Social events include suppers provided/catered (including any associated transportation costs to socials/dinners)
- Social events are reasonable given time and budget constraints
- Social events are to the professional standards of the CFMS
- The health & fitness of delegates has been considered via the inclusion of wellness /fitness activities



### The selection process:

- Each evaluator is to determine a score out of 100 based on the above criteria and indicates their scores in the provided matrix (See below).
- All evaluators are to submit a score for all proposals
- Once scores have been received, the CFMS President will tabulate the scores:
  - The highest & lowest scores for each proposal will be dropped (as a measure of objectivity) and the remaining scores averaged.
- The proposal with the highest average score will be the host of AGM 2019

### Selection Matrix:

Criteria	School A	School B	School C
Sponsorship & Local Support (max: 30pts)			
Budget considerations (max: 40pts)			
Meeting Room and Delegate Accommodations (max: 10pts)			
Social & Wellness activities (max: 20pts)			
Total /100			