BCTS
BC Timber Sales

External Guidance Document for BCTS Planting Contractors Bidding on BCTS Planting Contractor Rating System Solicitations

Background

For planting contracts only, BC Timber Sales has implemented a Planting Contractor Rating System. This rating system will be used to encourage exemplary behavior and contract efficiencies by rewarding high performance and supporting longer term relationships. Benefits to high performing contractors would be a competitive price advantage on selected planting contract tenders. Not all BCTS planting solicitations will use the rating system and BCTS retains the right to retain some contracts tenders with no rating applied.

Planting Contractors Opting-In

It is not mandatory to be in the rating system and BCTS planting contractors not part of the rating system will have the option once a year to join the rating system.

Planting Contractors Ability to Opt-Out

Contractors may opt-out of the system at any time. However, new planting Contractor Evaluation Rating Forms will be completed at the end of every BCTS planting contract regardless of BCTS Planting Contractor participation.

How the Rating System Works

The rating system evaluates the planting contractor's contract performance. BCTS wants to reward high performing contractors by giving the competitive price advantage on selected planting contract tenders.

There are three key performance indicators (KPI) which are assessed. KPIs include: Safety (4 criteria); Project Management (7 criteria); and Quality (4 criteria). Each KPI's criteria can obtain a score between 0-5 points. KPI's are assessed and scored on a rating form for each BCTS planting contract.

Ratings Examples – Please use the best number that fits 0 to 5.

0 = Barely Meet contract minimum requirements

3 = Some exceptional but general above minimums.

5 = Did above and beyond exceptional work.

A contractor receives a points total for each contract within the 3 year assessment period. The total points for all contracts over the assessment period are then averaged and adjusted based on the number of contracts and the complexity (average size of contracts) to give a final rating score. The rating score is converted to a percentage of between zero and 7%. (The 7% rating percentage would be

for the highest performers with a large number of large complex contracts). The percentages will be the bid price rating advantage. A contractor rating score will be calculated annually and updated ratings will be sent by beginning of September each year.

How the Rating System Will Be Applied to Selected Tenders

- Per a contractor's rating, a price advantage will be applied to those contractor's tenders as follows:
  Example:
  Company A has a rating of 4.5%, on a rating applicable tender their bid price is $100,000.00
  0.045 X $100,000.00 = $4,500.00;
  $4,500.00 is subtracted from $100,000.00 to give the participating contractor an adjusted tender price of $95,500.00
  If this adjusted tender price ends up being the lowest tendered price, this contractor would be awarded the contract.
  Therefore, the lowest unadjusted tendered bid will not necessarily be awarded the contract.

- BCTS awards the contract at the original tendered bid value, not the adjusted price. The adjusted price is only used to help determine the lowest bidder.

- BCTS will not be disclosing individual contractor ratings and therefore solicitations using the rating system will post unverified bids as follows:

CONTRACTOR	ORIGINAL BID
Contractor A #1	$100,000
Contractor B #2	$98,000
Contractor C #3	$102,000

  The original tendered bids will be posted under unverified bid results with a ranking next to the contractor's name that is calculated after tender close after participating contractor's bids are adjusted.

- Contractors **not** in the rating system will **not** have their bids adjusted.

Appeal Process

- Contractor may appeal their rating within 10 business days of receiving their rating via e-mail. The appeal period starts from the date a contractor's rating is e-mailed;
- Contractor's wishing to appeal their rating must do so in writing, using the following steps:
  - appeals must contain the subject line **Appeal "contractor's name"** to the attention of **Rob Bigalke, Director, Business** and e-mailed to Planting.Contractor.Rating@gov.bc.ca ;
  - turn-around time for an appeal response is 20 business days;
  - appeal responses will be sent via e-mail, and decisions of the Director, Business, BCTS Headquarters, are final.

Questions can be directed to Planting.Contractor.Rating@gov.bc.ca

Approved by Procurement Excellence Team: August 2016 – Updated March 19, 2018