PLANTING CONTRACTOR *VALUE ADDED* EVALUATION

BRITISH COLUMBIA
The Best Place on Earth

BCTS
BC Timber Sales

Scoring: 0 – 5 Points

CONTRACTOR LEGAL ENTITY NAME:	Risk Matrix Rating: LOW ☐ MED ☐ HIGH ☐

CONTRACT / FILE NUMBER:	CONTRACT start/end DATE :	CONTRACT VALUE:

SIZE OF CONTRACT (trees planted):	NAME OF TENDERING AUTHORITY (Geographic location)

KEY PERFORMANCE INDICATOR - SAFETY	**SCORE 0-5 Pts.**
1. Documented level of completed training exceeding the basic requirements of the contract? Examples: driver training; harassment awareness; certification; drug & alcohol program; harassment policy; safety meetings; etc.	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
2. What documented level of programs in MSI and Wellness did the contractor demonstrate?	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
3. Did the contractor's Emergency Response Plan and it's execution exceed the contract circumstance? Examples: ERP; drills; interviews; SAT phones; ETV; level of First Aid Attendants; # of attendants on site.	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
4. Did the contractor document near misses and incidences, and provide a copy to the ministry representative? Example(s): documentation; communications	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
5. Was there any significant deficiency that would negate the points in this section?	**YES/NO.**
Comment/Explanation	☐ YES ☐ NO

KEY PERFORMANCE INDICATOR - **PROJECT MANAGEMENT**	**SCORE 0-5 Pts.**
1. Did the contractor meet their pre-work communication commitments and were they effective? Examples: stakeholders, suppliers, project manager, implementation of contract	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
2. Did the contractor's human resources input into the contract exceed contract requirements? Examples: experience employees; experienced supervisors; interviews with staff; pay properly; professionalism of staff	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
3. Did the contractor's relationships with ministry staff, employees, stakeholders provide added value? Examples: professionalism; respectful; how conflict is dealt with; customer/vendor services; solution orientated as opposed to blaming behaviour; willingness to work together rather than adversarial; upfront regarding difficulties and forthright disclosure	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
4. Did the non-human resources provided by the contractor add value to the contract? Examples: new, old, adequate amount; logistics; equipment; suppliers; accommodation; transport of equipment; maintenance; camp	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
5. Did the contractor's change management processes add value to the contract? Examples: Work Progress Plan; WPP-Managed to meet project goals; back-up plan; contingency plans;	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
6. Were the contractor's deliverables required by the contract produced consistently, accurately and timely? Example: paperwork –and/or tree planting itself - no re-work or small amount of rework required; quality and timeliness;	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
7. Was the work done in such a way that EMS was managed to exceed basic contract specifications? Example(s): Communicate how you're going to enhance the environmental factors of the specific contract	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
8. Was there any significant deficiency that would negate the points in this section?	**YES/NO**
Comment/Explanation	☐ YES ☐ NO

KEY PERFORMANCE INDICATOR – QUALITY/STOCK HANDLING	SCORE 0-5 Pts.
1. Did the stock handling and transportation exceed the requirements of the contract? Example: Temperature; treatment of boxes; transport by quad or heli; FISTS vs canopy; handling of trees at risk; transfers	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
2. Did the contractor have a documented stock handling process and was the process followed? Example: What is your stock handling plan and how is it going to add to the success of this project and how is it documented?	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
3. Was stock management done in a way that exceeded the minimum contract specifications? Example: Are they putting the stock in the right place at the right time; knowledge of transfer guidelines?	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
4. Planting Quality. Point Range: 92.6%=0 to a max 96.6% for 5 points (pay plot and audit plots)	☐ ☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5
Comments/Explanation:	
5. Was there any significant deficiency that would negate the points in this section?	YES/NO
Comment/Explanation	☐ YES ☐ NO

BCTS Qualified Receiver Signature	**Planting Contractor Signature**
Date Signed	**Date Signed**

Send Completed/Signed Rating Forms as a PDF with the naming convention "FY????_Contractor Name" to: Planting.Contractor.Rating@gov.bc.ca