



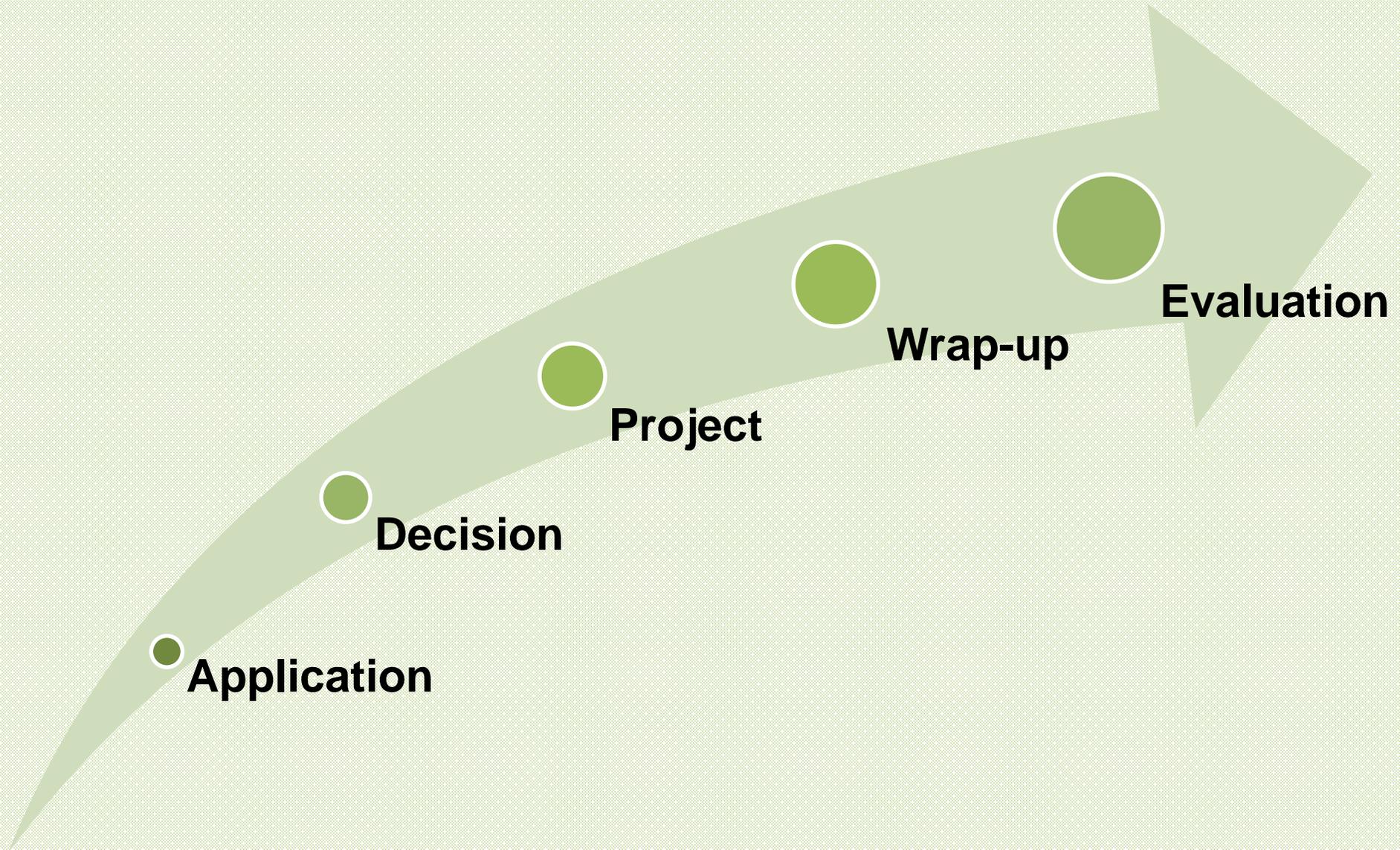
Qualified Business Consultant Training

B.C. Agri-Business Planning Program

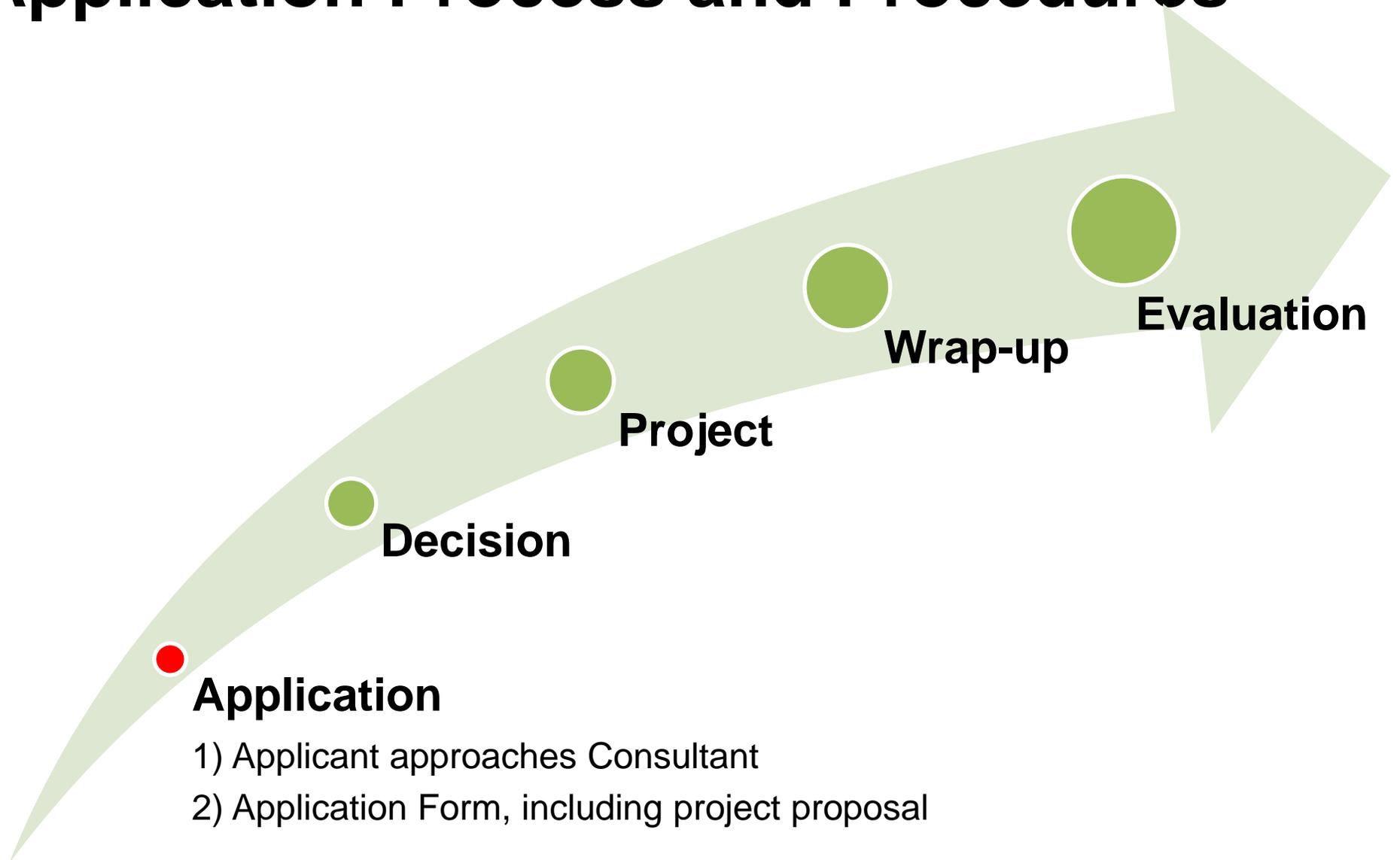
B.C. Indigenous Agriculture Development
Program

May 2019

Process and Administrative Procedures



Business Development Programs: Application Process and Procedures



Application: Process Overview

- 1) Applicants review Program Guide
- 2) Applicants select from Qualified Business Consultant List:
 - Selection based on program, specialization and region (willingness to travel)
 - For AgriBusiness Planning, each applicant pays \$100 upfront, non-refundable Application Fee to consultant
- 3) Applicant and Consultant complete and submit the application form

Application: Forms

Forms available on Agriculture's Agriculture & Seafood Programs page:
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs>

Separate forms for each:

B.C. Agri-Business Planning Program

- Individual
- Group

B.C. Indigenous Agriculture Development Program

- Agriculture Opportunities Assessment (Step 1)
- Financial and Business Planning (Step 2)

Forms must be completed by the consultant and the applicant:

- Instructions are provided on the forms
- Applicants must review and approve the project proposal before submission

Application: Program Guide

New Program Guide documents for both programs:

- Program overview and eligibility
- Eligible activities and minimum deliverables
- Reporting requirements and document standards
 - Communication, timelines and review, application submission, final reporting guidelines
- Adherence to professional standards
 - Using supporting consultants, conflicts of interest, professional standards

Application: Preparation and Submission

Project Proposals:

- Must include all applicable minimum deliverables and meet program guidelines
- Must indicate who is responsible for which components (see Use of Supporting Consultant)

Considerations when preparing your project proposal budget:

- No other work started on a project prior to receiving approval will be reimbursed
- For work in remote locations, travel costs may be included in the project proposal, but must be reasonable, not exceed 20% of the project cost, and will be reviewed by the Ministry. No travel outside of B.C. will be reimbursed

Submission:

- Submit in **Word** to AgriBusiness@gov.bc.ca

Application: Use of Supporting Consultant

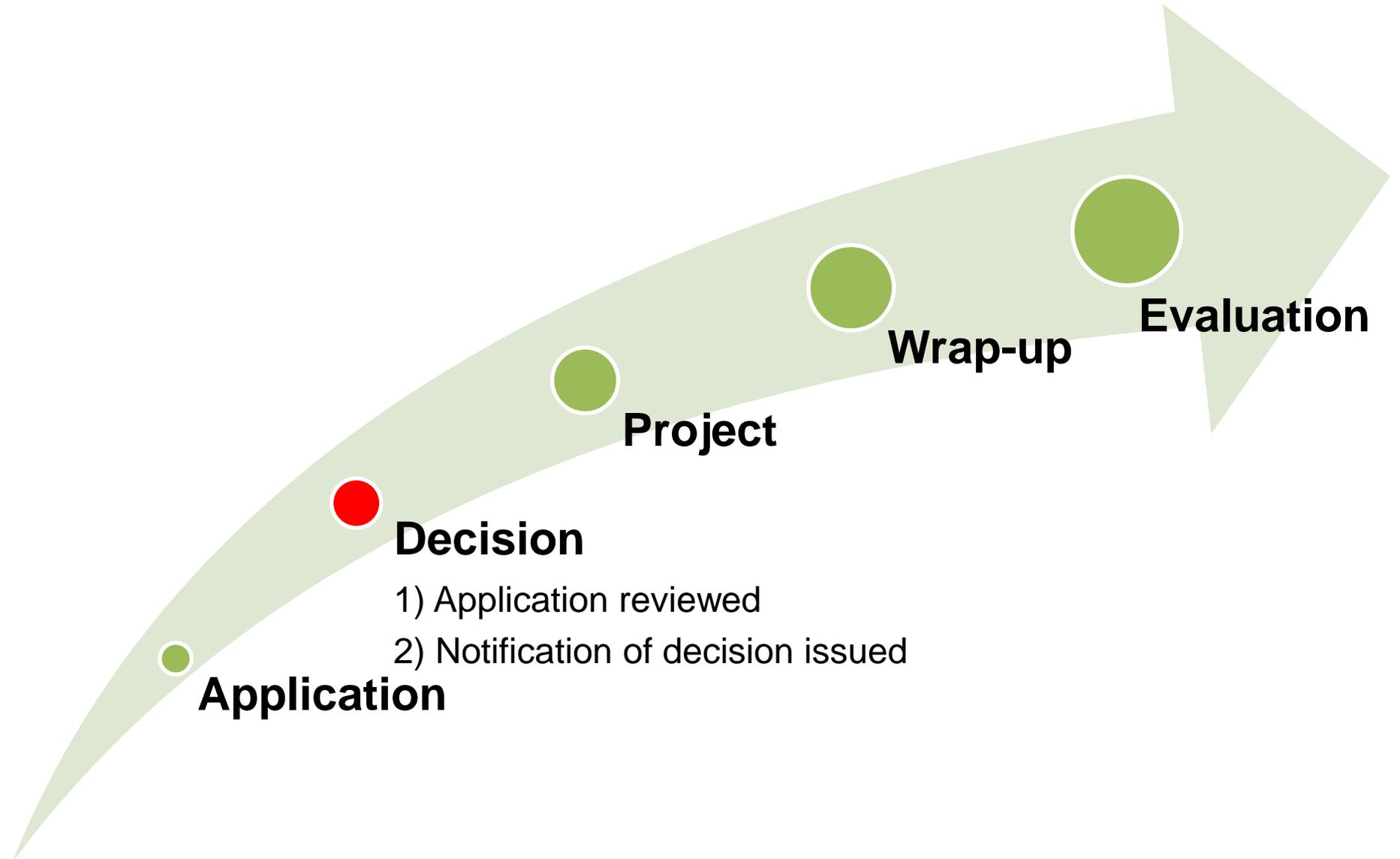
We are committed to ensuring high quality services are provided to our clients (Program Applicants), as such:

- We need to understand who is working on the project
- Consultants must be transparent about who is doing the work
- We will not pay for work of supporting consultants who are not vetted

When requiring specialized expertise of a ‘Supporting Consultant’:

- **If both consultants are Qualified Business Consultants:**
 - Indicate who is doing what on the application
- **If the Supporting Consultant is not a Qualified Business Consultant:**
 - Contributing less than 10% of work, indicate who is doing what with rationale
 - Contributing between 10-40% of work, complete and submit a Supporting Consultant Request Form (if not included on the application)
 - Cannot complete more than 40% of the work

Business Development Programs: Decision Process and Procedures

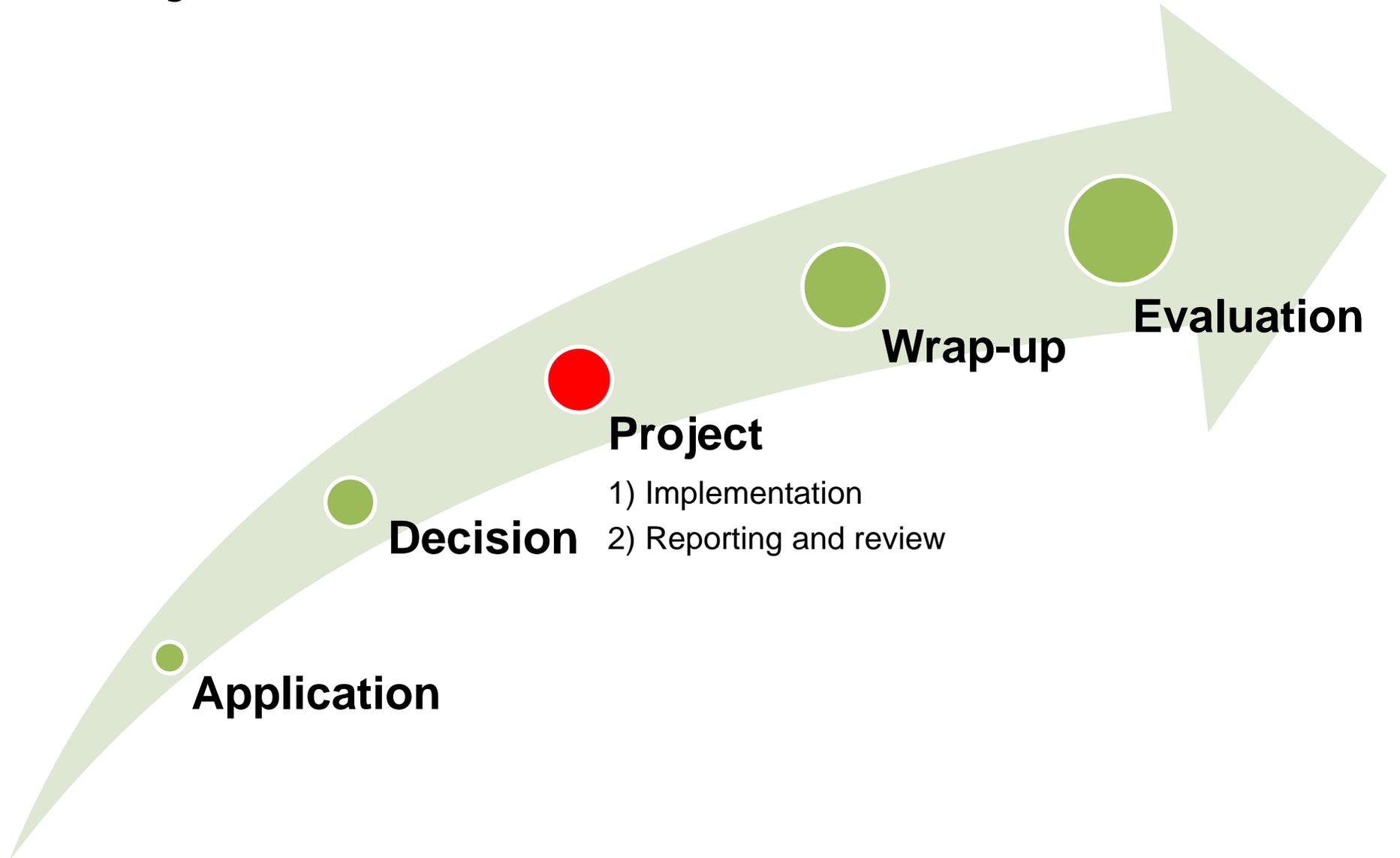


Decision: Process Overview

- 1) Application reviewed by Ministry Staff
 - Applicants must be eligible
 - Qualified Business Consultant must be working their approved subject matter
 - Proposals must meet all mandatory requirements and be jointly agreed upon by the Applicant *and* Qualified Business Consultant
 - Proposal is reasonable and feasible

- 2) Notification of decision issued (letter via e-mail)
 - Notification issued within 3 weeks of receipt of application

Business Development Programs: Project Process and Procedures



Project: Implementation and Reporting

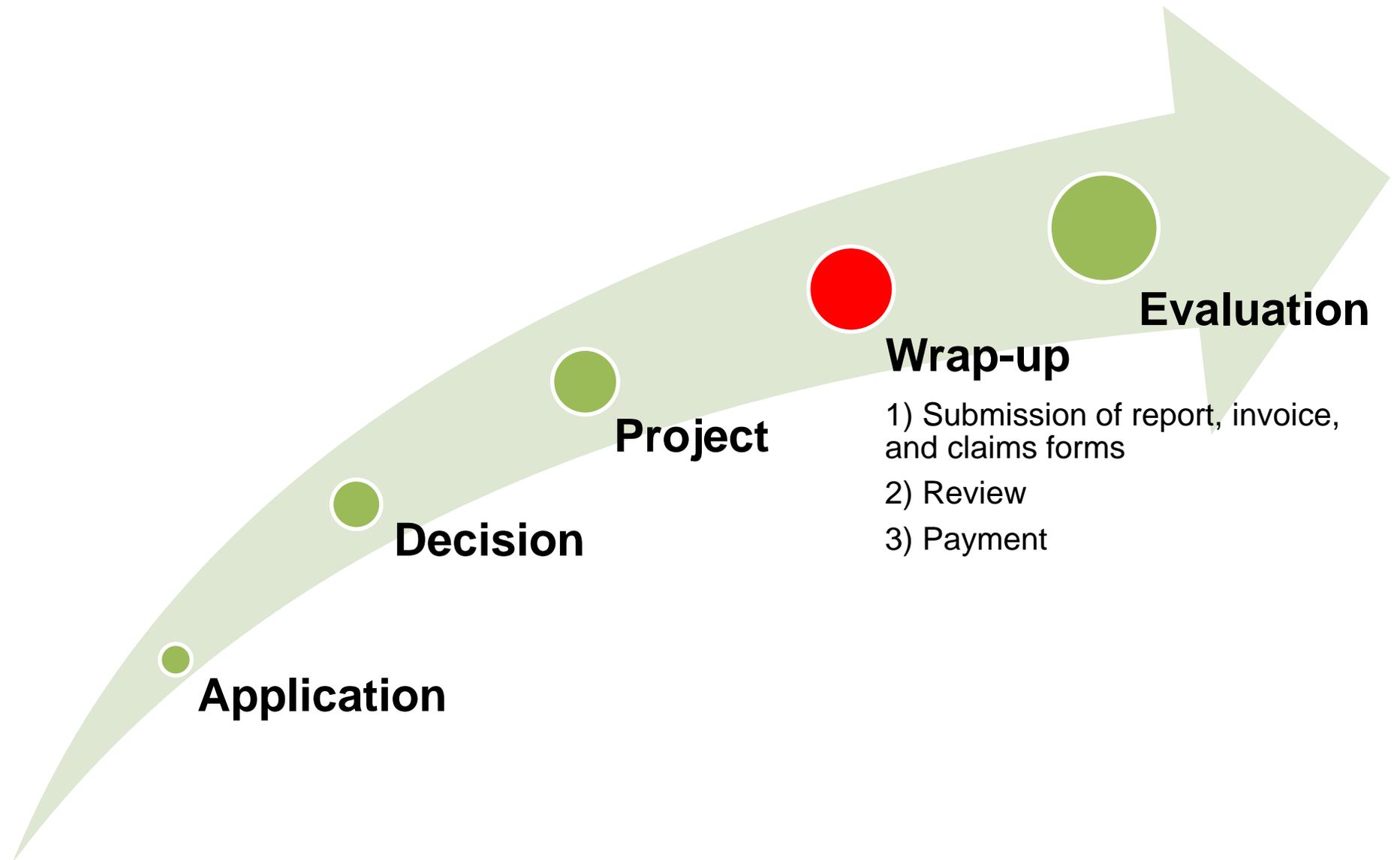
Projects must:

- Be completed within 90 days of start date (indicated in application)
- Complete the activities set out in the project proposal
- No project can run past the end of February

Reports must:

- Be reviewed and approved by Applicants before submission (2 week window)
- Meet a professional standard
 - Reflect thorough, accurate research and analysis
 - Be free of grammatical and typographical errors and have consistent formatting
 - Unacceptable if less than 2,000 words
- Include:
 - All minimum deliverables for the project (as approved in the project proposal)
 - An executive summary and project overview
 - Concise list of recommendations resulting from the project
 - Reference or Works Cited
 - Appendices for any calculations used to complete the analysis

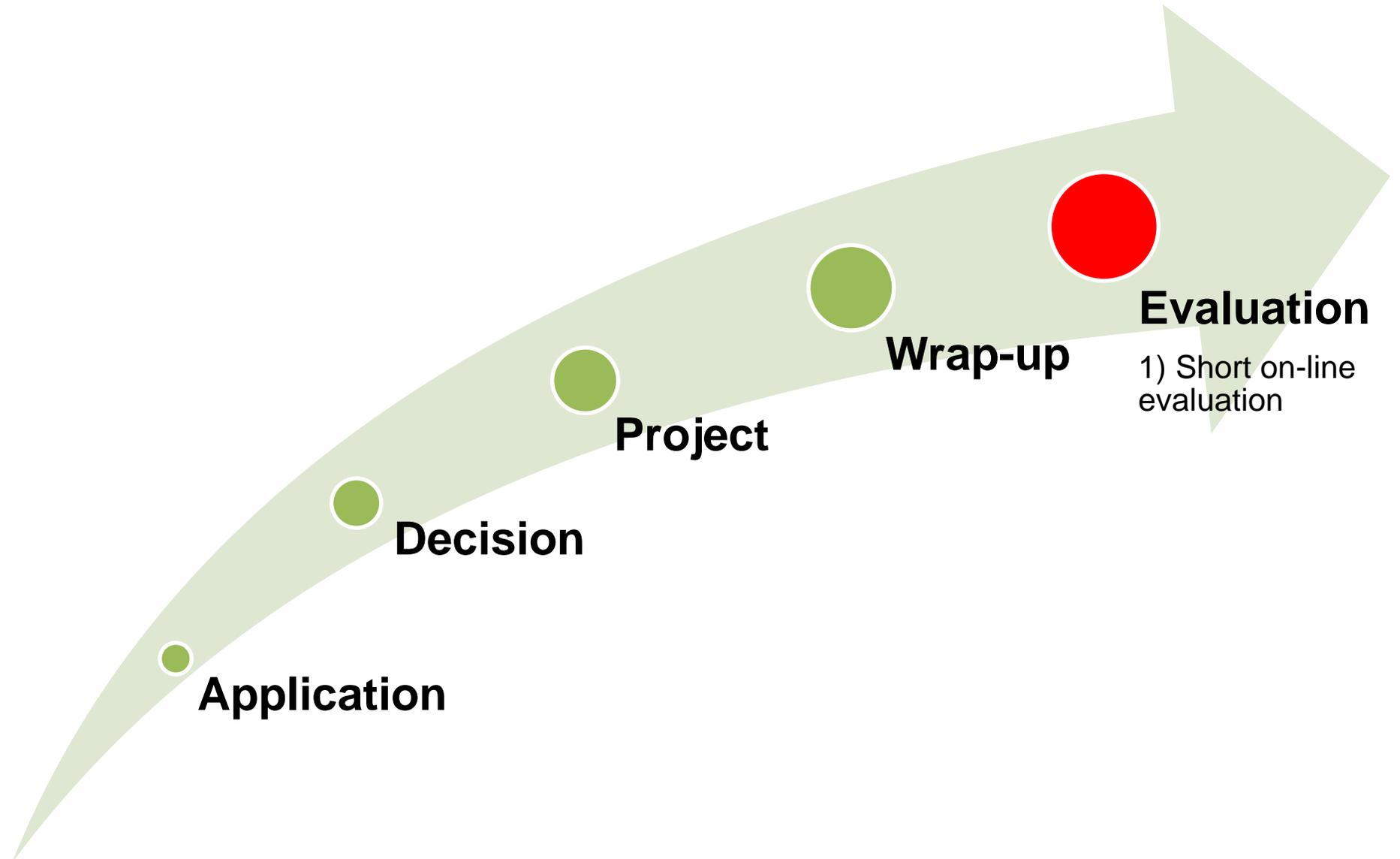
Business Development Programs: Project Wrap-up Process and Procedures



Project Wrap-up Process and Procedures

- 1) Applicant reviews report and signs off on project**
- 2) Consultant prepares and submits Final Submission Package**
 - Final Report sent to Applicant
 - Final Submission Package sent to Ministry:
 - Final Submission Package:
 - A) Final Report; B) Signed Claim Form; and, C) Invoice
 - Submit to AgriBusiness@gov.bc.ca
- 3) Ministry review and approval to process payment**
 - Forms complete? (e.g. signatures, itemized invoice)
 - Reports reviewed for thoroughness, accuracy and responsiveness to deliverables and project plans set out in the project proposal
- 4) Payment issued**

Business Development Programs: Evaluation Process and Procedures



Evaluation

As a condition of funding, Consultants and Applicants complete program evaluation:

- On-line survey
- Takes approximately 10 minutes
- To be completed within one month of project wrap-up

Program Standards

- Program Quality Standard
- Professional Standards

Program Standards: Program Quality Standard

Ministry of Agriculture expects high quality products for clients through the Business Development Programs

How do we assess quality?

- Ministry review (Program Staff): Applications and Reports
- Subject Matter experts (Reports)
- Our clients: Review reports, provide feedback to Ministry Staff

What happens when an issue is noted?

- 1) We go to you and provide feedback
- 2) You are given a chance to respond to the concern, including revisions if needed

Program Standards: Program Quality Standard

Ministry reserves the right to remove a Consultant from the Qualified Consultant List if, in the sole opinion of the Ministry, the Consultant does not meet program quality standards after an opportunity to redress concerns

Failure to meet program quality standards may include submitting a project that:

- 1) Fails to include mandatory minimum deliverables or project components committed to in the project proposal
- 2) Significantly deviates from the project proposal (e.g. scope, expected outcomes or budget) without program approval
- 3) Contains errors, omissions or misrepresentations of a serious nature
- 4) Does not meet an acceptable professional standard of presentation (e.g. grammatical or typographical errors, failure to include references or works cited, and reports significantly below the minimum length requirement)

Program Standards: Professional Standards

In completing a project proposal you, as a professional, affirm:

- In your opinion, the proposed project meets program guidelines
- The work set out in the proposal is within your area of professional expertise and working with others if needed
- Declare any conflict of interest

Conflict of Interest is defined as a situation where a business consultant's private affairs or financial interests are in conflict, or could result in the perception of conflict, with their services to clients under the program.