



PLANTING CONTRACTOR VALUE ADDED EVALUATION

Scoring: 0 – 5 Points

CONTRACTOR LEGAL ENTITY NAME:		Risk Matrix Rating: LOW <input type="checkbox"/> MED <input type="checkbox"/> HIGH <input type="checkbox"/>	
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.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 0 1 2 3 4 5
Comments/Explanation:			
2. What documented level of programs in MSI and Wellness did the contractor demonstrate?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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			<input type="checkbox"/> YES <input type="checkbox"/> 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
2. Did the contractor's <u>human resources</u> input into the contract exceed contract requirements? Examples: experience employees; experienced supervisors; interviews with staff; pay properly; professionalism of staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
3. Did the contractor's <u>relationships</u> 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
4. Did the <u>non-human resources</u> provided by the contractor add value to the contract? Examples: new, old, adequate amount; logistics; equipment; suppliers; accommodation; transport of equipment; maintenance; camp	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
5. Did the contractor's <u>change management processes</u> add value to the contract? Examples: Work Progress Plan; WPP-Managed to meet project goals; back-up plan; contingency plans;	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
6. Were the contractor's <u>deliverables</u> 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;	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
8. Was there any significant deficiency that would negate the points in this section?	YES/NO	
Comment/Explanation	<input type="checkbox"/> YES <input type="checkbox"/> NO	

KEY PERFORMANCE INDICATOR – QUALITY/STOCK HANDLING		SCORE 0-5 Pts.
1. Did the <u>stock handling and transportation</u> 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
2. Did the contractor have a documented <u>stock handling process</u> 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?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
3. Was <u>stock management</u> 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?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0 1 2 3 4 5
Comments/Explanation:		
4. <u>Planting Quality</u> . Point Range: 92.6%=0 to a max 96.6% for 5 points (pay plot and audit plots)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>
	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		