# PLANTING CONTRACTOR VALUE ADDED EVALUATION

<table>
<thead>
<tr>
<th>CONTRACTOR LEGAL ENTITY NAME:</th>
<th>Risk Matrix Rating: LOW ☐ MED ☐ HIGH ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT / FILE NUMBER:</td>
<td>CONTRACT start/end DATE:</td>
</tr>
<tr>
<td>CONTRACT VALUE:</td>
<td>CONTRACT VALUE:</td>
</tr>
<tr>
<td>SIZE OF CONTRACT (trees planted):</td>
<td>NAME OF TENDERING AUTHORITY (Geographic location)</td>
</tr>
<tr>
<td>KEY PERFORMANCE INDICATOR - SAFETY</td>
<td>SCORE 0-5 Pts.</td>
</tr>
<tr>
<td>1. Documented level of completed training exceeding the basic requirements of the contract? Examples: driver training; harassment awareness; certification; drug &amp; alcohol program; harassment policy; safety meetings; etc.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Comments/Explanation:</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>2. What documented level of programs in MSI and Wellness did the contractor demonstrate?</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Comments/Explanation:</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>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.</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Comments/Explanation:</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>4. Did the contractor document near misses and incidences, and provide a copy to the ministry representative? Example(s): documentation; communications</td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Comments/Explanation:</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>5. Was there any significant deficiency that would negate the points in this section?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Comment/Explanation</td>
<td>☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

BCTS Planting Contractor Rating System Version Date: January 27, 2017
### KEY PERFORMANCE INDICATOR - PROJECT MANAGEMENT

<table>
<thead>
<tr>
<th>Score 0-5 Pts.</th>
<th>Comments/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the contractor meet their pre-work communication commitments and were they effective? Examples: stakeholders, suppliers, project manager, implementation of contract</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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;</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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;</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>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</td>
<td>☐ ☐ ☐ ☐ ☐ 0 1 2 3 4 5</td>
</tr>
<tr>
<td>8. Was there any significant deficiency that would negate the points in this section? Comment/Explanation</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>
### KEY PERFORMANCE INDICATOR – QUALITY/STOCK HANDLING

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td><strong>Score 0-5 Pts.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td></td>
<td><strong>Comments/Explanation:</strong></td>
</tr>
<tr>
<td>2</td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td><strong>Score 0-5 Pts.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td></td>
<td><strong>Comments/Explanation:</strong></td>
</tr>
<tr>
<td>3</td>
<td>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?</td>
</tr>
<tr>
<td></td>
<td><strong>Score 0-5 Pts.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td></td>
<td><strong>Comments/Explanation:</strong></td>
</tr>
<tr>
<td>4</td>
<td>Planting Quality.  Point Range: 92.6%–0 to a max 96.6% for 5 points (pay plot and audit plots)</td>
</tr>
<tr>
<td></td>
<td><strong>Score 0-5 Pts.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ ☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td></td>
<td><strong>Comments/Explanation:</strong></td>
</tr>
<tr>
<td>5</td>
<td>Was there any significant deficiency that would negate the points in this section?</td>
</tr>
<tr>
<td></td>
<td><strong>YES/NO</strong></td>
</tr>
<tr>
<td></td>
<td>☐ ☐  YES NO</td>
</tr>
</tbody>
</table>

**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