

## Rating System - New Form Roll-Out

### Question & Answer

Question: Is the contract document not the baseline for meets expectations for the contractor?

Answer: Yes, the contract document itself is the baseline. The Pre-Work document is just a guide so that there is understanding between both the BCTS representative and the contractor that the contract document itself is the minimum requirements for performance.

Question: Would you send out the sample documents: Pre-Work Document and Rating Evaluation Form with the invitation to tender?

Answer: YES! Absolutely.

Question: Why wouldn't we just have the contractor fill out the evaluation form? For the Pre-Work?

Answer: The Pre-Work document was created to initiate the conversation that, through feedback with BCTS staff and the contracting community, was not happening. It is a way to initiate a two-way conversation where the contractor can inform their BCTS representative of the value-adds they are bringing to the contract. Having the contractor simply rate themselves on the form might not give as full a dialogue to rate each individual contract.

Question: What about Pre-Works happening before April 1?

Answer: As the new process is being rolled out for April 1, 2018, it's at your discretion (depending on whether work has actually started) whether BCTS staff want to utilize the Pre-Work form for before April 1, 2018, signed contracts.

Question: If they meet their value add identified, have they exceeded expectation or met expectations?

Answer: Reminder the contract document is the base for meeting contract expectations. When the Pre-Work conversation happens, contractors will identify how they are going to exceed those meets expectations and if they do so then they will be exceeding base requirements.

Question: Do we follow old direction, if pre-work done and contract started in FY18 and carries into FY19?

Answer: Yes, old direction BUT you will use the NEW Rating Evaluation Form.

Question: Would you fill-out a Pre-Work form on a contract that was advertised without the rating system?

Answer: Moving forward yes you would. This is because regardless of utilizing the rating system to award your contract, each BCTS Planting Contract is required to have a Rating Evaluation Form filled out for it, so a Pre-Work document will be of assistance.

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**Question:** What happens if the contractor refuses to sign based on their rating?

**Answer:** That situation would be a conversation you as a quality receiver would have with your supervisor and if that didn't get things worked out to everyone satisfaction then your Timber Sales Manager would be the decision maker. A contractor receives their rating based on ALL their BCTS contracts over a three-year fiscal period. If a contractor has a rating that is not signed they would not receive their rating for the period.

**Question:** The last question in each section regarding negating scores, can you provide a quick example?

**Answer:** Each Key Performance Indicator (KPI) has a section at the bottom asking about critical fails. If a contractor has a critical fail (Camp Standards is an example) then the points in the Safety section where that would be considered would be negated for that portion of the form.

**Question:** Is it still 7% maximum bid advantage that a contractor can receive based on their rating?

**Answer:** Yes.

**Question:** How do you rate contractors that hire sub-contractors to do the work?

**Answer:** You would rate the contractor who we have a signed legal contract with on the performance of their sub-contractor. Sub-contractors cannot receive ratings from the BCTS Planting Contractor Rating System as they are not the legal entity that we have a contract with.

**Question:** Can we give the contractor the Pre-Work form out in advance to fill out before the pre-work?

**Answer:** Yes, you can. This will be something you would put in your tender packages on BC Bid as well.

**Question:** I am midway through my planting contract and have been rating my contractor on the old form. Should I be using the new form now?

**Answer:** If your contract ends in FY19 you will use the new form. BCTS' planting contractor community has participated in the new form changes so they will be anticipating it's use for FY19.