RE: BCTS Contract Evaluation Form Completion Directive

This directive replaces email direction from 2011, regarding the mandatory completion of the NRS 688 Contract/Contractor Evaluation form for all contracts including those less than $50,000.

BCTS will continue to require the completion of the NRS 688 for ALL contracts, with the exception of Nursery Seedling Production contracts. This requirement also includes any instances of:

- breach of Contract A which occur when the successful bidder refuses to enter into the performance contract; and,
- all contract cancellations.

Once completed, the evaluation form must be dated and signed by the qualified receiver and the expense authority. Signed evaluations must then be:

- provided to the contractor; and,
- scanned and emailed to the CSNR Contract/Contractor Evaluation SharePoint site.

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