



December 19, 2016
Updated: March 21, 2017

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.



Robert Bigalke, Director, Business
BC Timber Sales - Headquarters