



# PLANTING CONTRACTOR RATING SYSTEM EVALUATION

Rating: OFI-opportunity for improvement; ME-meets expectations; EE-exceeds expectations

CONTRACTOR LEGAL ENTITY NAME:					
CONTRACT / FILE NUMBER:	FISCAL YEAR:	CONTRACT VALUE:			
SIZE OF CONTRACT (trees planted):		NAME OF TENDERING AUTHORITY (Geographic location)			
KEY PERFORMANCE INDICATOR - <b>SAFETY</b> – 33.3% of rating			OFI	ME	EE
1. Did the documented level of training meet the expectations of the ministry representative as outlined in 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"/>
Comments/Explanation:					
2. Did the observed level of safety awareness meet the expectations of the ministry representative as outlined in the contract? Examples: PPE; road rules; awareness of evacuation procedures; etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:					
3. Did the contractor's risk assessment process meet the observed circumstances? 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"/>
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"/>
Comments/Explanation:					
5. Did the contractor conduct and document inspections consistent with their safety plan?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:					
6. Do workers know who the First Aid Attendant is? How to contact? Example: knowledge of emergency evacuation procedures; Emergency Response Plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:					

KEY PERFORMANCE INDICATOR - <b>PROJECT MANAGEMENT</b> – 33.3% of rating	OFI	ME	EE
1. Did <u>communications</u> aid in the successful completion of the contract? Examples: stakeholders, suppliers, project manager, implementation of contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
2. Did the contractor's <u>management structure</u> aid in the successful completion of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
3. Did you have an effective relationship with the contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
4. Did the resources provided by the contractor aid in the successful completion of the contract? Examples: Human resource management (management to crew ratio), vehicles, technology, equipment, camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
5. Did the contractor show initiative? Examples: Issues were pro-actively dealt with; brought problems to attention of ministry contract manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
6. Did the contractor adapt to changes effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
7. Did the contractor's data management system produce consistent accurate and timely information as set out in the contract? Example: consistent and clear documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
8. Did the contractor's project management support the achievement of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			
9. Was work scheduled in a way that prioritized the best silviculture outcomes? Example(s): stock ordering; pre-work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:			

KEY PERFORMANCE INDICATOR – <b>STOCK HANDLING/QUALITY</b> – 33.3% of rating		OFI	ME	EE
1. On Block – Were on block caches tarped appropriately?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:				
2. On Block – Did the planters handle stock appropriately?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:				
3. Transport/Storage – Was transportation and storage of stock handled appropriately?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:				
4. Process – Was there a documented stock handling process that met the requirements of the contract? Example: Clear records		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:				
5. Original Contract Quality vs. Final Payment %? OFI=below 92.6% of Original Quality; ME=92.6% of Original Quality; EE=above 92.6% of Original Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/Explanation:				
<b>BCTS Qualified Receiver Signature</b>		<b>Planting Contractor Signature</b>		
<b>Date Signed</b>		<b>Date Signed</b>		
<p><b>Send Completed/Signed Rating Forms as a PDF with the naming convention “FY????_Contractor Name” to:</b> <a href="mailto:Planting.Contractor.Rating@gov.bc.ca">Planting.Contractor.Rating@gov.bc.ca</a></p> <p><b>Definition of the ratings:</b>  <b>Opportunity for Improvement (OFI):</b> To score at this level difficulties were noted by the BCTS representative and/or communication given to the contractor that outlined deficiencies in the contractor’s performance during the term of the contract.  <b>Meets Expectations (ME):</b> To score at this level the contractor met the terms, conditions and performance requirements of the contract during the term of the contract.  <b>Exceed Expectations (EE):</b> To score at this level the contractor enhanced performance and/or outcomes of the contract and performed above the basic performance expectations set out in the contract.</p>				