



Scope of Practice for each of the Positions set in the Price Proposal

Background:

In early 2005 the Forest for Tomorrow program decided to follow a model similar to the Forest Investment Account. The two key differences were that the recipients won the right to enter into a recipient agreement with our administrator after the firm was the successful proponent in a Request for Proposal competition and that there would be no overhead allowances. Overhead would be embedded in the price proposal.

In 2008 the Ministry was starting to see a general trend of escalating costs and increased amount of field work being done in-house. In early 2009 the administrative duties being carried out by PricewaterhouseCoopers were shifted to the Ministry. With the Ministry now looking after the administration of the program, policies were reviewed and updated to meet Ministry requirements and intent. Scope of Practice for each of the positions set in the price proposal was part of this review.

During this review it was determined that the intent of the price offer form in the Request for Proposal was to:

1. provide evaluations on the Recipient's team not the pay rate of the individual regardless of the Work he or she is carrying out;
2. to determine rate for payment for a practice being done should the proponent become the recipient; and
3. compare all proposals by determining an overall price base on percentage estimates for each position.

Given the intent of the Price Proposal the following policy was developed to clarify how individuals will be paid based on the work they are performing.

Policy

The Forests for Tomorrow will pay the rate for the position that the Work falls under not the qualification of the person conducting the Work unless the Administrator has given the Recipient prior authorization to pay a rate of another position. For example, if a Professional Forester conducted layout on a silviculture activity, the rate would be that of a technician not the rate of the Professional Forester.

A brief description and scope of practice for each of the positions are as follows:

Recipient Project Manager:

The Recipient Project Manager co-ordinates the overall program for the Investment Schedule the Recipient has received. This person is also the prime Recipient Representative. Work done under this position includes planning, PINES project management and completion reporting, conference calls, staff supervision, review and signing contracts, representative at Audits, and administrative sign off on the Certificate of Project Completion.

Registered Professional Forester (RPF)

The Professional Forester provides professional forestry services that are above and beyond the scope of a forest technician. Work done under this position includes developing prescriptions, writing professional reports, quality assurance supervision, providing advice, acknowledgements / declarations in RESULTS and technical sign off on the Certificate of Project Completion.

Other Professional Staff

Other professional staff would provide professional services that are outside a forester's area of expertise. Examples of other professional staff would be a Biologist (R.P.Bio.), Agrologist (P.Ag.) or Engineering (P.Eng.). Work done under this position includes writing professional reports, writing assessments (i.e. Archaeological Impact Assessments), and providing advice. These people may also sign off the technical component of the Certificate of Project Completion.

Field Supervisor

The Field Supervisor supervises projects in the field. This person may also be developing and advertising contracts. The field supervisor is usually designated by the Professional Forester as outlined in the ABCFP Paper – *"Supervision of Timber Harvesting Operations Guidance to Members"*. A field supervisor could be forest professional or other professional.

Geographic Information System (GIS) Specialist

The Geographic Information System (GIS) Specialist provides spatial support such as mapping, data management and GIS analysis. A person in this position will usually have some forestry experience and could be an RPF, RFT or Certified GIS Analysis with specialized GIS training and be certified in a number of GIS systems (e.g. ArcInfo).

Technician

The Technician provides technical services that are within the scope and practice of a Registered Forest Technologist as specified in ABCFP Paper *'Scope of Practice for Registered Forest Technologists'*. Work done under this position would include

treatment boundary layout and traversing, silviculture surveys, timber cruising, forest measurements (i.e. Quality Assurance plots), silviculture operations, and Danger Tree Assessments (DTA). Technician's with DTA, Timber Cruising and Silviculture Surveyor certification would be included in this scope of practice.

Note: In the next round of RFP competitions the technician role will be separated into Registered Forest Technologist (RFT) and Technician. There will also be top-up rates for those with required certifications (DTA, Timber Cruising, Silviculture Surveyor, Burn Boss, and Pesticide Applicator).

Clerical

The clerical staff provide office assistant work and other clerical services. Work done under this position includes desktop publishing, word processing, data entry, photocopying, contract preparation, and maintenance of project and contract files.

RESULTS Data Entry / Service Provider

The RESULTS Data Entry / Service Provider enters data into RESULTS. Work done under this position would include both tabular and spatial data submissions. Acknowledgements / declarations would require the services of a Professional Forester.

Accountant

This is the person who provides accounting services. Work done under this position includes maintaining the book of accounts, providing information during financial audits and financial sign off on the Certificate of Project Completion.