



Ministry of Forests
and Range



Request for Proposal

RFP#

Forests for Tomorrow Recipient Agreement Holder
in **Management Unit Name**

PACKAGE CONTENTS

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- ☒ Table of Contents
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 - ☒ Proponent's Response
 - ☒ Price Offer
 - ☒ Evaluation Criteria
 - ☒ Draft Cost Guidelines
 - ☒ RFP Receipt Confirmation Form
 - ☒ Draft Recipient Agreement and Schedules (separate file)

Date: Insert date REI Issued

Insert Full Name of Ministry Office

File: Insert File Number

Insert Ministry Physical and Mailing Address)

Contractor Instructions:

- 1. Please check to ensure that your package is complete.***
- 2. A Receipt Confirmation Form is included in this package. Please review the Self-Screening criteria and complete the Receipt Confirmation Form and promptly return it to Anna Monetta at the above address/fax.***

NOTICE



Ministry of Forests and Range
Forests for Tomorrow

Region

REQUEST FOR PROPOSAL

Forests for Tomorrow

Recipient Agreement Holder

in Management Unit Name

The Ministry of Forests and Range invites proposals from silviculture firms that are listed on the pre-qualified select list established through Request for Expressions of Interest (Insert Project/File Number) and meet the qualifications described in Part C of this Request for Proposal (RFP), to conduct reforestation related work within the Management Unit Name under the Forests for Tomorrow (FFT) Program.

It is anticipated that a successful proponent(s) will have the right to enter into a Recipient Agreement to carry out silviculture projects under an approved investment schedule. This work may include the issuance and monitoring of contracts for regeneration surveys, planting prescriptions, preparation of treatment plans, site preparation layout, and planting in mountain pine beetle killed and fire killed areas.

The term of the Recipient Agreement is up to five years, subject to funding and an annual performance review by the Ministry and the Administrator.

The Ministry of Forests and Range reserves the right to enter into Recipient Agreements with other parties to do Forest for Tomorrow (FFT) work in Management Unit Name, in this award, or in future. Although this RFP is being advertised as one agreement for the Management Unit Name, the award may be altered based on the proposals received.

A mandatory Proponent's Information Session will be held on Time, Date, at the Region, Ministry of Forests and Range, Location. Proponent's meeting the screening criteria, should submit the Screening Outline at or before the Proponents' Information Session.

Full Proposals will be received no later than 15:00 hours (3:00 p.m.), Date at the address below. Incomplete proposals will not be considered.

To obtain further information, please contact: Contact Person, Telephone: Number, Facsimile Number, E mail: E-mail

The packages are available at www.bcbid.ca and the address below.

Insert the Ministry Office Name
Address

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PART A: ADMINISTRATION

Self-Screening and Receipt Confirmation

Proponents are advised to review the Self-Screening Criteria (Part C) and determine if they are eligible to bid on this RFP.

If eligible, proponents should promptly submit a completed Receipt Confirmation form (see Part C) and fax it to the specified Ministry contact.

1. GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to inform private sector businesses of a contract requirement of the Ministry of Forests and Range (the “Ministry”) of the Province of British Columbia (the “Province”), and to solicit detailed proposals from interested and qualified parties (“proponents”) setting out one or more means by which the stated goals, objectives and other requirements of the RFP may be best met.

1.2 Identification

This Request for Proposals includes:

- The Request for Proposals notice (the “Notice”);
- Part A: Administration (“Part A”);
- Part B: Requirements (“Part B”);
- Part C: Attachments (“Part C”) including a draft agreement.

A list of attachments is provided in the RFP Package Cover Sheet. It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal may be rejected.

1.3 Changes to the RFP

Changes by the Ministry to the RFP will be made in the form of written addenda or of re-issued documents which will be available at least four working days prior to the RFP closing date. All addenda shall be considered to be integral to the

RFP and having the same effect as if part of the original RFP.

The Ministry will make every effort to distribute addenda to all registered or known proponents. However, it is solely the proponent's responsibility to be aware of and familiarized with any addenda or supplementary information issued.

Proponents are advised to return the RFP Receipt Confirmation Form to the Ministry, if one has been included with this RFP, to ensure that they receive any changes to the RFP.

Where the RFP has been made available electronically on BC Bid®, the Ministry may post any addendum to the RFP on the BC Bid® website at <http://www.bcbid.ca>. Proponents are strongly encouraged to select “Send Me Amendments” that is included as an option on the Opportunity Notice published on BC Bid®. By selecting this option a registrant will be automatically notified of any amendment that may be issued. Proponents that are not registered with BC Bid® may register by selecting *Start your e-Service, Supplier Registration* on the BC Bid® home page, www.bcbid.ca. Proponents who do not register with BC Bid® are solely responsible to continually monitor the BC Bid® website on an ongoing basis to keep themselves informed of any addendum.

1.4 Ownership Of Proposals

All proposals submitted, other than any proposal withdrawn prior to the opening of proposals or any late proposal, become the property of the Ministry and will not be returned to proponents. The successful proponent will be required under the contract to assign copyright of the proposal and of all material produced during the project to the Province.

1.5 Freedom of Information

All proposals are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

1.6 Conflict of Interest

Prospective proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent, or of any of the proponent's subcontractors to be engaged in this project, give rise, in the sole opinion of the

Ministry, to a conflict of interest in connection with this project.

Acceptance of a proposal submitted in response to this RFP will preclude the successful proponent, and any subcontractor to be engaged on this project, from participating as a proponent on subsequent project phases where, in the sole opinion of the Ministry, a conflict of interest may arise.

1.7 Proponent Responsibility

While the Ministry has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated contract. Nothing in this RFP is intended to relieve a proponent from forming their own opinions and conclusions in respect of this RFP.

1.8 Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals which include any condition or modification, or otherwise contradict any of the terms and conditions of this RFP will be as if not written and do not exist and will not be considered.

1.9 Form of Agreement

Included in this RFP is a pro forma, specimen contract which the successful proponent will be expected to enter into should a contract be awarded as a result of this RFP. An accepted proposal may form part of this contract.

Proponent's are cautioned to thoroughly review the specimen contract to ensure, before incurring the expense of proposal preparation, that they are capable of meeting all terms and conditions of the contract.

1.10 Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of the Ministry pursuant to that contract are subject to the availability of funds in accordance with the *Financial Administration Act*.

1.11 Use of Request for Proposal

Any portion of this document, or any information supplied by the Province in relation to this

Request for Proposal may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Province in relation to this Request for Proposal.

1.12 No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the Province.

2. PREPARATION AND SUBMISSION

2.1 Proponents' Information Session – (Attendance is Mandatory)

A Proponents' Information Session, will be held at the time and location specified in the Notice. Proposals will not be accepted from proponents who do not attend the mandatory conference/session.

At the session, proponents may raise questions and seek clarification on any matters related to this RFP. While verbal questions will be permitted during the meeting, questions of a complex nature, or questions where a proponent requires anonymity, should be forwarded before the meeting in writing to the Ministry Contact named in the Notice. Questions which cannot be answered by the Ministry at the meeting will be responded to in writing in an attachment to the meeting minutes.

Minutes of the meeting will be prepared and forwarded to each proponent in attendance at the conference, and, if the conference attendance is not mandatory, also to those proponents who have returned the RFP Receipt Confirmation Form, if one has been included with this RFP or posted electronically on BC Bid as an amendment to the RFP Notice.

2.2 Site Viewing

A guided site tour, if any, will be held at the time and location specified in the Notice. Proposals will not be accepted from proponents who do not attend a mandatory site viewing in its entirety.

2.3 Inquiries

Inquiries must be directed only to the Ministry Contact specified in the Notice. The Ministry Contact may require that an inquiry be submitted in writing.

Inquiries and responses may be posted electronically on BC Bid as an amendment to the RFP Notice or distributed to all proponents at the Ministry's option.

Inquiries will not be received after the date and time, if any, indicated as the inquiry deadline in the RFP Notice.

2.4 Proposal Outline

All copies of the proposal must conform to the proposal outline provided in the attachment to this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

2.5 Proposal Price

Proponents are solely responsible for their own expenses in preparing a proposal, including expenses related to attending the proponent's information session, the site viewing, and to conducting negotiations with the Ministry, if any.

All prices provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, or during or after a presentation or interview, except as provided for in section 3.10.

The Province of British Columbia does not pay the federal Goods and Services Tax (GST), therefore all proposal prices shall exclude GST.

The Province pays the provincial Social Services Tax (also known as the Provincial Sales Tax or PST) on certain goods and services. It is the proponent's responsibility to properly include the PST in the proposal price. Proposal prices are considered to be inclusive of all applicable taxes and duty.

Unless otherwise specified in Part B or C, bids on multi-year contracts are to be inclusive of inflation in future-year portions of the contract.

The proposal price shall be submitted in a separate envelope from the management and technical sections of the proposal, and in the manner specified in Parts B and C of this RFP.

2.6 Cooperating Firms / Subcontractors

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Ministry to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications, and their respective roles in the project.

Negotiations during proposal evaluation, award and execution of the contract, and all contract payments shall be between the Ministry and the prime contractor.

2.7 Submission

Three complete hard copies of the proposal and one electronic copy on CD must be received at the location and before the time specified in the Notice.

Proposals must be submitted in envelopes clearly marked with the name and address of the proponent and the words, "**Proposal for (insert Project Name)**" on the envelope. The proposal price should be submitted in a separate envelope marked, "Proposal Price". All envelopes should be sealed.

Proponents are solely responsible for timely delivery of their proposals to the Ministry location specified. Late proposals will be returned unopened.

Unless otherwise provided for in Part B, proposals will not be accepted by facsimile or electronic transmission.

2.8 Amendments

Amendments to the proposal may be made prior to the Closing Date. Amendments:

- must be submitted in writing and identify the firm and the proposal being amended;
- must be in accordance with all RFP requirements;
- should be submitted in a sealed envelope to the Ministry address shown in the RFP Notice;
- if not in a sealed envelope or if submitted by facsimile or electronic transmission, any price amendment should be stated in the form of an increase or decrease to the bid price by a specified value or unit, in words and figures, without disclosing the original price; and

- must be signed or electronically submitted to the Ministry Contact specified in the Notice and sent by an authorized official of the firm, preferably by the same person signing the original submission.

The proponent is solely responsible for the timely delivery of amendments. The Ministry will not accept responsibility for the lack of availability of a facsimile machine at the closing location.

2.9 Withdrawal

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to the Ministry Contact identified in the Notice. Facsimile or electronic transmission of a request to withdraw is acceptable. A proposal withdrawn after the Closing Date cannot be resubmitted.

3. EVALUATION AND AWARD

3.1 Contract Award

Depending on the proposals submitted in response to this RFP, a contract will normally be negotiated and executed with the leading proponent (the “frontrunner”) selected in accordance with the evaluation format contained in this RFP. The lowest priced or any proposal will not necessarily be accepted.

The Ministry reserves the right to:

- award portions of the project to different proponents through separate contracts;
- accept proposals in whole or in part, with or without negotiation;
- refuse award of the contract to a proponent the Ministry judges to be fully or over committed on other projects, or does not demonstrate sufficient capacity to carryout the work in this RFP ;
- refuse award of the contract to a proponent where, in the Ministry’s sole opinion, the proposal does not represent fair value;
- refuse award of the contract to a proponent where, in the Ministry’s sole opinion, the proposal price is considered too low to properly perform the contract; and
- in the case of a sole proposal being received, either:
 - a) cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for

better response with or without any change being made to the RFP; or

- b) open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

The proponent will ensure that each member of the workforce who will perform the services in Canada under the contract is either a Canadian citizen, a permanent resident of Canada, or holds a valid employment visa from the Government of Canada.

3.2 Opening of Proposals

Envelopes containing the technical and management sections of the proposals are normally opened on or shortly after the Closing Date. To avoid the potential for price bias in the evaluation of proposals, proposal price envelopes are not opened until after the evaluation of the technical and management sections of proposals is completed, or as otherwise provided for in section 3.5.

Proposal opening and evaluation is not open to the public.

3.3 Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A “mandatory” is an item of information that must be submitted as part of a proposal as proof of eligibility, or may apply to required attendance at a site viewing or proponent’s information session. **Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.**

3.4 Evaluation of the Technical and Management Sections of Proposals

The technical and management sections of proposals will be evaluated in accordance with the Proposal Evaluation Form attached to this RFP. Proposals must achieve the minimum evaluation points specified in the Proposal Evaluation Form in order to be placed on a shortlist for further consideration.

3.5 Presentation/Interview - Process and Evaluation

This subsection applies where a proposal presentation or interview of proponent personnel is indicated in Part B to be a part of the evaluation process.

Where, following the evaluation under section 3.4, the number of shortlisted proponents is in excess of the ministry's needs, the ministry may reduce the number of eligible proposals to not less than three by:

- opening the proposal price envelopes;
- completing a preliminary price evaluation in accordance with the method indicated in the Proposal Evaluation Form; and
- selecting, up to the number of proposals the ministry desires, the highest ranked proposals based on the preliminary price evaluation.

Proposals of those proponents who are not selected for a presentation/interview shall not be considered further in the evaluation.

The presentation/interview process shall be conducted in accordance with additional specifications provided in Part B of the RFP, if any. Presentations/interviews are for the purpose of determining proponent suitability and for expanding upon or clarifying information contained in the proposal. Presentations/interviews are not to be used by proponents as an opportunity to amend their proposals or the proposal price. Proponents may have evaluation points deducted where an attempt is made to do so.

Following a presentation or interview process, the Ministry shall evaluate the presentations/interviews in accordance with the Proposal Evaluation Form. Proposals must achieve the minimum required evaluation points specified in the form in order to remain on the shortlist for further consideration.

3.6 Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation Form, at the ministry's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Ministry clarifies its needs.

3.7 Evaluation of Proposal Price

Prices of only those proposals on the shortlist shall be evaluated in accordance with the method indicated on the Proposal Evaluation Form. The proponent selected according to the method in use shall be the "frontrunner".

3.8 Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Where possible, verbal notification shall also be given.

3.9 Suitability of the Frontrunner

The frontrunner may be interviewed and/or the Ministry may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify information contained in the proposal and to confirm the suitability of the frontrunner. If the frontrunner is deemed unsuitable by the Ministry, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or the Ministry may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The Ministry may interview key persons to assess their scientific, technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

3.10 Negotiation with the Frontrunner

Negotiations may be held with the frontrunner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal as a result of negotiations;
- changes in technical content;
- contract details;
- contract payment details; and
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within seven days of notification to the frontrunner, the Ministry may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the frontrunner according to the evaluation

procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The Ministry shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

The Ministry reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

3.11 Contract Execution

Following completion of negotiations, if any, or following the notification to a frontrunner of acceptance of his/her proposal, the Ministry shall complete as appropriate the specimen contract attached to this RFP and forward the contract to the frontrunner for execution. The Ministry reserves the right to modify the contract as necessary to be commensurate with the proposal or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL - PART A

A proposal will be rejected for the following reasons:

1. failure to attend a mandatory proponent's conference or site viewing in its entirety;
2. failure to include a specified "mandatory";

3. failure to achieve the required minimum scores in the evaluation;
4. the proposal contains errors, omissions or misrepresentations which, in the sole opinion of the Ministry, are of a serious nature;
5. the proponent is deemed unsuitable by the Ministry;
6. in the sole opinion of the Ministry, a proponent conflict of interest exists in connection with the project;
7. a proposal is submitted after the Closing Date;
8. unless otherwise provided for in Part B, a proposal is submitted via facsimile or electronic transmission; or
9. other reasons specified in Part B of the RFP.

A proposal may be rejected for the following reasons:

1. failure to negotiate a contract with the frontrunner within seven days of notification;
2. failure to return a duly executed contract within the time specified in the Ministry forwarding letter;
3. failure to follow the required outline;
4. the proposal is incomplete;
5. the proposal includes a condition contrary to the terms and conditions of the RFP;
6. technical/performance requirements specified in the RFP are not met;
7. the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP;
8. failure to demonstrate adequate capacity to carry out all works envisioned by this solicitation; or,
9. other reasons specified in Part B of the RFP.

PART B: REQUIREMENTS

1. BACKGROUND

The Forests for Tomorrow (FFT) Program was established to address the provincial government's concern with the growing area of Not Satisfactorily Restocked (NSR) Crown forest land and the effects on future timber supply resulting from the Mountain Pine Beetle (MPB) epidemic and major wildfires. The Program was designed to improve the future timber supply through silviculture treatment, focusing on areas affected by recent wildfires and the MPB epidemic. FFT activities will also reduce risks to biodiversity, water, fish and wildlife habitat.

Further information on the FFT Program may be obtained by reviewing the Program Management Plan and Work Plans on the FFT website: <http://www.forestsfortomorrow.com>

2. PROJECT DESCRIPTION

2.1 Overview

The purpose of this request for proposal (RFP) is to competitively award qualified Proponent(s) the right to enter into a Recipient Agreement and Investment Schedule for silviculture/reforestation work, and any road work necessary to carry out the reforestation work for areas damaged by the mountain pine beetle (MPB) and possibly wildfire damaged areas, as determined by the Ministry in the *Management Unit Name*.

Note: Although the initial RFP is delineated on the basis of this management unit, the award may be altered based on the proposals received.

In general terms, a recipient's obligations under this RFP include silviculture planning, contract management and quality assurance for the following:

- 1) NSR and impeded opening file review
- 2) surveys and treatment prescriptions
- 3) site preparation
- 4) planting
- 5) vegetation management

Standards for all FFT activities can be found on the FFT website <http://www.forestsfortomorrow.com>

The work under this RFP will generally be within the *Management Unit Name*. The Recipient will start this fall by working with the MFR representative to prepare the following:

- 1) the FFT *Year* Management Unit Budget
- 2) preparing and tendering contracts for *Year* survey and treatment work
- 3) financial analysis on planned treatments(return on investment, ROI)

Return on Investment Analysis

To be eligible for FFT funding the prescribed regime of treatments must meet the FFT return on investment criteria. A 2% rate of Return on Investment is employed to balance the economic return of reforestation investments with future timber supply and other resource values and objectives. Variation to levels between 0 and 2% will be utilized when benefits to timber supply or other resource values reflect a higher social priority. For full explanation refer to the FFT website: <http://forestsfortomorrow.com/fft/tool/return-investment/222>

2.2 Recipient's Obligations

In specific terms, under the agreement the "Recipient" will provide services including but not limited to:

Responsibilities to Administrator and MFR

- fulfillment of all the requirements of the Recipient Agreement;
- drafting Project Plans for the Administrator's approval;
- attending meetings, conferences and training sessions as requested by the Ministry or the Administrator;
- submission of progress, exception (amendment) and completion reports as required by the Administrator;
- assisting and providing information to the Ministry, as may be occasionally requested; and
- completion of Project Plan(s) for the next fiscal year, to be submitted to the Administrator by November 30th.

Contract Management

- reviewing assessments, planting surveys, silviculture prescriptions and general planning of the program;
- tendering, awarding and managing contracts for activities including: opening file review, danger tree falling, planting, site preparation, road/access maintenance, brushing and surveys;
- planting, boundary layout and traversing
- conducting quality control on all contracted activities to ensure work has been done to FFT and other Ministry standards;
- supervising contracts to ensure contract timelines and quality standards are met;
- endeavouring to achieve First Nation participation targets;
- ensuring all WCB field project notification, safety plans, requirements and regulations are followed; and,
- obtaining required licences, permits and approvals required to perform on-ground work of approved activities.

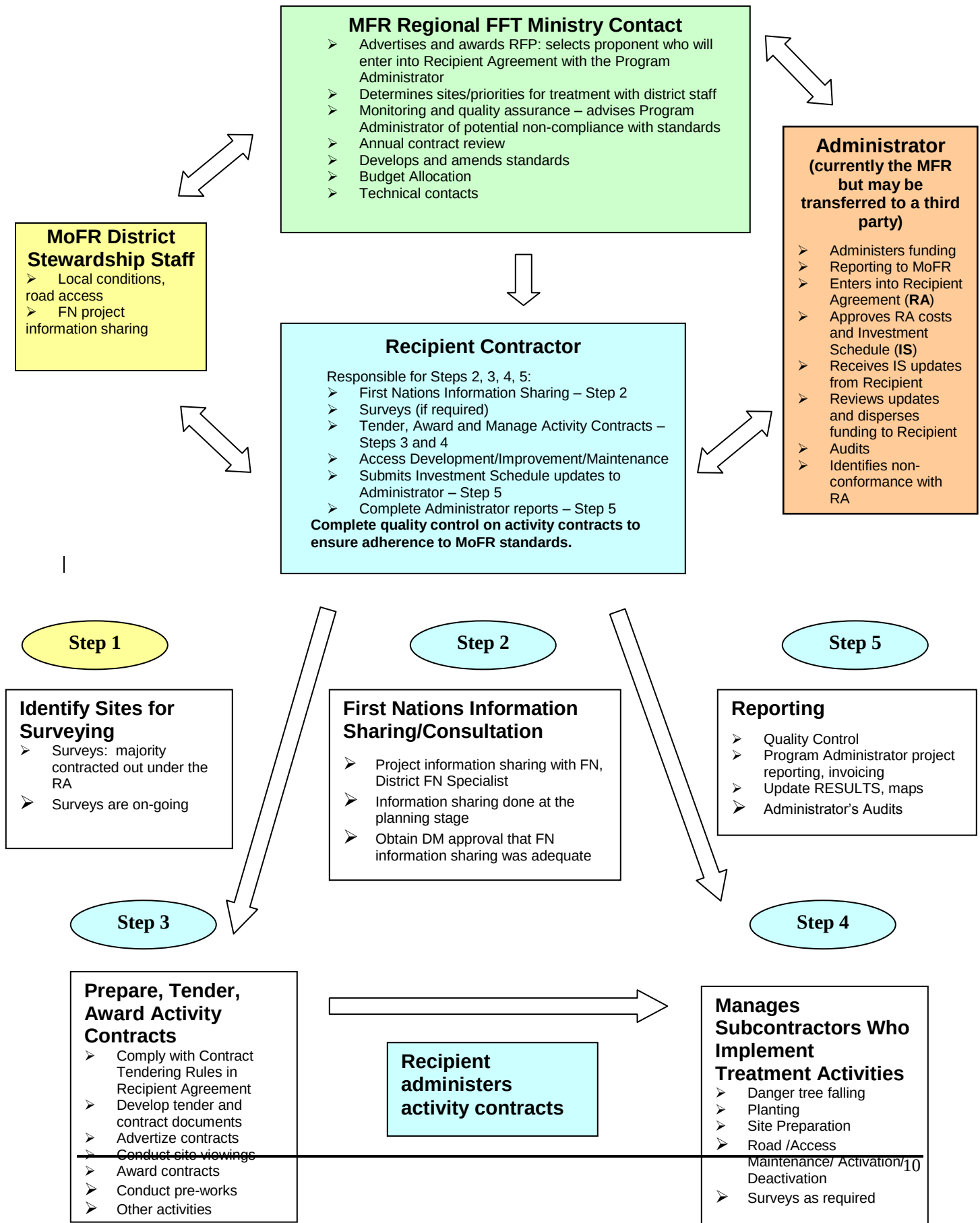
Professional Services

- following FFT standards for First Nations project information sharing and consultation;
- communication with and referrals to local agencies and tenure and rights holders;
- ensuring successful entry of all project data (including spatial data) into the Ministry's Reporting Silviculture Updates and Landstatus Tracking System (RESULTS) database system;
- performing Return on Investment (ROI) analysis on all survey prescriptions;
- submitting sowing requests; and
- providing professional analysis and technical advice on a broad range of forestry practices related to planned FFT project activities.

Other

- other activities or obligations identified, and approved by the Ministry or Administrator as may be necessary to carry out other activities of the FFT Program.

Figure 1. FFT Program Delivery. The following figure illustrates the overall delivery model and the responsibilities of the Recipient Agreement holder, MFR and the Program Administrator. These will be further described in Sections 2.3-2.9.



2.3 Surveys – Step 1

For most of the areas under this RFP, the recipient will issue contracts and perform quality assurance, monitor on surveys, review of prescriptions, RESULTS entries and other work performed by the subcontractors. Standards for these surveys may be found on the FFT website. <http://forestsfortomorrow.com/fft/guide/surveying/220>, the Stocking and Free Growing procedures manual, http://www.for.gov.bc.ca/hfp/silviculture/Silviculture_Surveys.html, and any appropriate district standards.

The survey standards employed will have to be adjusted to the conditions that exist on the ground. The recipient will work with the Regional Silviculture Specialist to determine the sampling intensity, information gathered and other parameters, appropriate to the site. It is expected that in the first year, survey related work will be the bulk of the recipient duties. In subsequent years, contract management and quality assurance of site preparation, planting, and other treatment (activity) contracts will increase as the reforestation of these damaged stands continues. Refer to 2.1 Overview.

2.4 First Nations – Step 2

The Recipient will be responsible for conducting information sharing sessions with First Nations on proposed treatment areas. As silviculture activities may impact aboriginal interests (rights and title), information sharing on the timing, location, and size of the projects with First Nations is mandatory. The Administrator will not approve a project plan unless the district manager indicates in writing that the information sharing process has been adequately carried out. The Recipient must be familiar with FFT procedures on consultation with First Nations. This material may be found on the FFT website: <http://forestsfortomorrow.com/fft/guide/guidelines-and-standards/57> under any of the activity tabs.

In keeping with the government's goals and objectives, the FFT Program encourages First Nations engagement in planning and delivery of on-the-ground activities. Where qualified First Nation contractors are available the Recipient will be required to ensure that up to 25% of the total value of the investment schedule is awarded to First Nations contractors, subject to conditions (Section 2.5).

2.5 Prepare, Tender and Award Contracts – Step 3

The Recipient will be responsible for preparing, tendering, site viewing, awarding and managing contracts to carryout reforestation work within the management unit(s) of its Recipient Agreement.

Note: Except for approximately 20% of the survey work, the Recipient is not to issue a contract to itself or an affiliate company. The tendering process is to be open, and competitive. This is also important for quality assurance work, which is best performed with companies having an arm's length relationship, avoiding conflict of interest.

The Recipient may use Ministry contract documents only if it signs a waiver agreement with a Ministry representative (Regional Silviculture Specialist) agreeing to the following:

- As the Recipient is the holder of the contract with a contractor, all references, logos and labels of the Ministry/Province, as an agreement holder, will be removed and substituted by the Recipient's legal name.
- The Recipient will waive the Ministry/Province from any liability and save harmless the Ministry/Province from the use of the Ministry's contract documents.

The Recipient shall follow the Tendering provisions of the Recipient Agreement and Contract Tendering posted on the FFT website <http://forestsfortomorrow.com/fft/node/617>.

2.6 Implement Treatment Activities – Step 4

Treatment activities such as danger tree falling, site preparation, planting, and further survey work are to be carried out by subcontractors and performed to the standards outlined on the Ministry's Forests for Tomorrow website: <http://forestsfortomorrow.com/fft/guide/guidelines-and-standards/57>

Access Management: The recipient must follow the Forest For Tomorrow Access Standards and Users Procedures to establish authorization for road use to complete reforestation treatments and activities and will be responsible for securing all approvals prior to treatments being carried out. The procedures are located on the Forests for Tomorrow website, as described above.

Standards: The Forests for Tomorrow Program has developed standards for surveys, access, site preparation, planting, and brushing. The Administrator and Recipients rely on these standards to validate the quality of work completed. The Administrator and the Ministry will perform audits and inspections, and the Recipient will only be reimbursed for work completed to FFT/other Ministry standards.

Subcontracting: Provisions governing subcontracting are described in the attached Recipient Agreement.

Costs: There are two baseline costs allowances in this RFP. Firstly, the Price Offer rates of the proposal identify the labour costs for the various activities that may arise in the course of this work. Secondly, Cost Guidelines determined by the Administrator for cost elements not identified in the Price Offer form. In keeping with other Ministry program contracts (eg. BC Timber Sales) there is **no overhead (delivery) allowance** in this RFP for either the Recipient Agreement Holder or subcontractors. Costs to administer the activities required in this contract must be identified as labour or materials to be claimed.

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. (see Scope of Practice for each of the Positions set in the Price Proposal <http://forestsfortomorrow.com/fft/node/556>).

2.7 Reporting – Step 5

Reporting is an important obligation of the Recipient Agreement holder. Several reports are required in carrying out this work including: quarterly updates, project completion reports, and project exception reports when actual vs planned costs deviate beyond the Administrator's specified variance notification level.

Exceptions Report: The Recipient must submit an Exception Report to the Administrator when:

- an amendment exceeds the percentage of the original project value allowed, as described in the guidelines posted on the FFT website, for an approved project;
- the project is to be cancelled
- the funds will not be spent
- the project outputs have changed, or other significant changes.

Project Completion Reports: detail the outputs, accomplishments and expenditures of an investment, and must be submitted promptly upon completion of a project. A Recipient will not be paid in full until the project completion report has been submitted and approved by the Administrator.

RESULTS: The Recipient will be responsible to ensure that the work completed by the subcontractors is entered into RESULTS (attribute and spatial), and kept current with delivered treatments. The Recipient must be a proficient RESULTS user or subcontract to a RESULTS service provider (go to <http://www.for.gov.bc.ca/his/results/> and select 'Service Providers' for a listing).

Audits: Recipients must participate fully in any financial and performance audit done by the Program Administrator. Recipients will be reimbursed for their costs and time in participating in an audit, provided they include the audit expenses in a project plan that is reviewed and approved by the Administrator.

2.8 Program Administrator

Allocations for forestry investments are provided to the Administrator by the Ministry for each management unit. An investment schedule is then established for the management unit by the Administrator, reflecting the approved funding allocation.

Investment Schedule: The Administrator approves an investment schedule. Recipients submit projects plans for approval by Administrator that fit within the investment schedule. A Recipient Agreement must be signed and in place prior to the Administrator reviewing, advising and approving project plans.

Recipient Agreement: A Recipient Agreement details the contractual relationship between the Program Administrator and the Recipient. It also specifies the duties of the Recipient and the Administrator.

Audits: the Administrator conducts performance and financial audits of the Recipients for conformance with FFT Program (and Ministry) standards and financial accountability.

Reporting: the Administrator requires project reports and quarterly updates including performance measures (actual vs planned), and exception reports when a project's planned

vs actual varies by a threshold set by the Administrator. The Administrator provides quarterly and annual reports to the Ministry.

2.9 MoFR FFT Staff role and relationship with Recipient

RFP administration and evaluation: MOFR FFT staff advertise and award the Recipient Agreement Holder RFP, which provides the opportunity for the successful Proponent to enter into a Recipient Agreement and Investment Schedule with the Administrator.

Standards: The Ministry sets standards for field activities. The Ministry may, during the life of the Agreement amend the standards. It is the responsibility of the Recipient to ensure that the most current standards are being used and to manage the activity contracts so that only work completed to the standard is paid for. The Administrator will audit work done to see if it was completed to standard. The Ministry has the right to perform quality assurance checks to ensure work is being done to standard. If a Recipient pays a contractor for work not done to standard, they will have to fund such work out of pocket as the Administrator will only reimburse work done to standard.

Corrective Action: The Ministry monitors quality, and advises the Administrator of non-conformance. If standards are not being met and/or the standards are not proving to be effective, the Ministry may provide direction to the Recipient to take corrective action. The Recipient is obliged to follow Ministry direction.

Quality Assurance: Quality assurance is a key obligation of the Recipient agreement holder. The Recipient is responsible for quality assurance and quality control of the activity work performed by subcontractors. The Administrator or Ministry may have a third party monitor and perform quality assurance on work completed by a Recipient.

Quality assurance work is best performed with companies having an arm's length relationship, and no conflict of interest.

Annual Review: The Ministry will review the Recipient's performance annually and make a recommendation to the Administrator regarding renewal of the Recipient Agreement.

SAFE company certified: The recipient must be SAFE company certified at the time of signing the Recipient Agreement.

3. DESCRIPTION OF THE DELIVERY MODEL

It is important that Proponents understand the delivery model for the FFT Program. The basic steps involved in the delivery of the program are:

The two entities Administrator and Ministry or Province have purposely been separated in the agreement even though they are currently the same entity (Ministry is currently the Administrator). This is to distinguish the authorities authorized by the agreement should the Agreement be reassigned to a third party Administrator. The Ministry has the option of reassigning the Administration to a third party.

1. The Ministry advertises an RFP for a Recipient contractor:
 - Receives and evaluate proposals and determines successful proponents;
 - Submits a request to the Program Administrator to enter into a Recipient Agreement with the successful Proponent(s).

2. Prior to the start of the fiscal year, the Ministry and the Administrator establish the budget allocation for each management unit. The Administrator creates an investment schedule for each management unit.
3. Upon receiving a signed Recipient Agreement, the Administrator forwards the investment schedule to the Recipient.
4. The Recipient will submit to the Ministry for approval, a detailed Management Unit Budget for the upcoming field season containing planned activities, hectares, budget and other information requested by the Ministry. Once approved, the Recipient must deliver the work specified in the Management Unit Budget. Management Unit Budgets may be amended upon mutual agreement of the Recipient, Administrator and Ministry.
5. The Recipient enters Management Unit Budget projects into the investment schedule through PINES. Each project has a unique identification number used for communication between the parties.
6. The Administrator reviews the project plan, and may ask for additional information, reject, or approve the proposed project.
7. If the project is approved, the Recipient tenders contracts for activities to complete the work. Tendering rules apply as per Recipient Agreement and and Contract Tendering posted on the FFT website <http://forestsfortomorrow.com/fft/node/617>
8. Recipient receives quarterly project advances to initiate and complete the project on projects where more than 50% of the field work is Subcontracted out. Quarterly advances may total 80% of the full project cost. 20% is withheld until completion approval.
9. Recipients invoice the Administrator quarterly for work completed on projects where less than 50% of the field work is subcontracted out.
10. Recipient subcontracts the activity work, pays the subcontractor, and performs quality assurance of subcontractor's work. Recipients are required to ensure conformance with:
 - Recipient Agreement
 - Investment Schedules
 - Project Plans
 - Ministry Standards
 - Pertinent legislation and regulations
 - WorkSafe BC legislation, regulations, notification requirements, and guidance
11. Reporting: Recipient submits progress reports, amendment/exception reports, and completion reports to the Administrator, and when requested to the Ministry.
12. The Administrator conducts audits: All projects are potentially subject to both an operational/performance and a financial audit.
13. Project monitoring: In addition to the Administrator, the Ministry will also check the quality of the work, and if determined to be substandard will notify the Program Administrator.

4. MANDATORIES

4.1 Attendance of the Proponents' Information Session

Attendance of the Proponent's Information Session specified in the NOTICE is mandatory.

4.2 Submission of Screening Eligibility Document

PROPOSERS MUST MEET THE FOLLOWING CRITERIA IN ORDER TO SUBMIT A PROPOSAL.

Interested proponents should review the following selection qualifications criteria and this RPF **carefully** to determine if they should undertake the considerable effort to prepare a proposal and avoid having the proposal rejected for their failing to meet the screening criteria. Proponents are to complete and submit at the Proponent's Information Session in a labeled sealed envelope the screening eligibility statement (signed by a company principal) addressing all of the requirements.

The proponent must substantiate their screening eligibility assessment in their proposal. The Ministry reserves the right to review the information provided by the proponent and determine the validity of the screening eligibility document. Proposals that do not support the screening eligibility document will be rejected.

Note: To avoid duplication of work, Proponents may submit Project References and Key Personnel Tables provided in Part C, as part of their Screening Criteria Response – which is due on or before the Information Session.

Proponents may prefer to prepare and submit a Screening Criteria Response first, and further complete the Project References and Key Staff Qualification tables (with their Proposal), after the Information Session.

SCREENING CRITERIA – Mandatory

Note: Proponents should respond to this Screening Criteria – on or before the Proponents Information Session specified in the Notice.¹

Interested parties ***must*** submit with their Expression of Interest a prospectus, explaining how they meet the following Mandatory criteria in order to be eligible for evaluation.

A Proponent or a Proponent's Recipient Contract Manager must:

- (a) have sufficient numbers of in-house² professional staff - registered professional foresters with at least 10 years related silviculture and contract management experience, who have managed or assisted in the administration of multi-year, multi-phase contracts of similar size and complexity as this RFP, worth a minimum of \$50,000³.

Note: The 10 years of silviculture and contract management experience of the forester(s) must include a minimum of 3 years silviculture experience within the biogeoclimatic zones and subzones of the Management Units for this RFP;

- (b) have field staff, technical or professional, with at least 5 years silviculture experience in within the biogeoclimatic zones and subzones of the Management Units for this RFP. Their qualifications are a key component of the proposal evaluation.

*** list staff, qualifications, projects and project \$ values, and years experience in interior BEC zones

- (c) have sufficient numbers of staff who are competent with the data entry and use of RESULTS, or will commit to hire a recognized RESULTS service provider;

- (d) have not failed any silviculture contracts, worth >\$50,000 in the last 3 years, which in the sole opinion of the Ministry are similar in scope to this project;

*** include statement verifying no failure or contract cancellation

- (e) have experience in designing, tendering and viewing reforestation contracts;

- (f) be SAFE company certified and be in good standing with WorkSafe BC;

*** Provide WCB #

- (g) be of a financially sound company which has the financial capability to pay contractors in a timely manner, given the holdbacks associated with the Recipient Agreement payments from the Administrator; and

*** state Financial Institution reference name, contact person and phone number.

- (h) be willing to enter into a Recipient Agreement with the Administrator for the FFT program on or about September 8, 2008. This implies that the proponent will meet all the necessary requirements to be eligible to enter into a Recipient Agreement.

*** include a statement of proponent's availability and certification that the proponent has read the attached Sample Recipient Agreement and can meet all requirements, terms and conditions.

¹ To avoid duplication of effort, Proponents may utilize the Project Reference Tables, and Key Staff Qualification tables and information specified in – Part C in responding to this Screening Criteria form.

² In-house means the Recipient, its staff or associated persons listed in the price offer of the Request for Proposal.

³ Where a Proponent is uncertain that they meet this qualification, the Proponent may submit a project listing, value (\$) and rationale as to why they should be considered given their record of involvement in projects. The Ministry will review this information, and determine the Proponent's eligibility.

4.3 Proposal Price

The proposal price must be submitted in a sealed and labeled envelope separate from the proposal. The electronic price proposal should be in a file separate from the proposal. Refer to Part C: Price Offer

4.4 Project Management Plan including a component for Quality Assurance

Refer to Part C: Proposal Outline – Technical Elements.

4.5 Plan to engage First Nations in the FFT Program to meet the 25% target

Refer to Part C: Proponent's Technical Elements.

5. TRAINING

It is important for the work under this contract, and may be critical for payment, that the Recipient and its subcontractors are well trained in the procedures and standards of the Ministry and the Administrator. The Recipient must build training into their work schedule, as the need or situation arises.

Recipients are advised to include training provisions in their subcontracts to ensure that their subcontractors bear responsibility to be properly trained in current standards and practices. The Recipient must be able to direct a subcontractor to undertake further training where they consider it necessary. Subcontractors will not be compensated for their training, unless otherwise determined by the Ministry or the Administrator.

The Ministry and Administrator may request that the Recipient and/or its subcontractor attend a training session. Should the Recipient and/or its subcontractor choose not to attend a training session and mistakes are made that the training could have avoided, investment payments to the Recipient may be reduced/eliminated and costs to correct mistakes borne by the Recipient. The same principle pertains to FFT Program meetings where the Ministry considers that the Recipient's attendance is critical.

For more information regarding training, meetings and rates refer to the Recipient Agreement.

6. TRAVEL AND OTHER OUT-OF-POCKET EXPENSES

Travel reimbursement will be as set out in the Recipient Agreement (See Part C, Section 5 Draft Cost Guidelines) with the exception of the following:

6.1 Meetings, Training and Field Travel Pay

Recipients will be paid their Price Offer rate while attending and approved program meeting/training course, and for travel to and from the field work site.

6.2 Travel Time Pay to attend an Approved Training/Program Meeting

Recipients will be paid while en route to and from and approved training/program meeting at the following rates:

- Price Offer bid rate for Professional staff up to a maximum of \$65.00/hour
- Price Offer bid rate for Technical staff up to a maximum of \$45.00/hour

6.3 Marshalling Points for Travel and Expenses

Field Work

Travel time and expense for field work will utilize the most cost effective arrangement of travel and accommodation, in order to carry out the field work to the least cost. Travel time and expenses will be paid on a portal-to-portal basis, provided the initial departure point is within the recipient's TSA. Travel time and expenses will not be paid for travel outside of the investment schedule TSA, unless prior approval has been obtained from the Administrator.

Training and Meetings

Travel time and expenses for training or meetings will utilize the most cost effective arrangement of travel and accommodation. Travel time and expenses will be paid on a portal-to-portal basis from a departure point within the recipient's investment schedule TSA to the training or meeting location, or as pre-approved by the Program Administrator.

Mileage to and from a meeting or training session will be reimbursed at the BC Public Service Employees Group 1 rate

For further information on travel time and rates – refer to the Recipient Agreement

6.4 Claims by sub-contractors against the Recipient

The Recipient has indemnified and save harmless the Province, its employees, agents and authorized representatives against these claims and these claims are not eligible expenses. The Recipient must include this risk when developing its price proposal.

7. OTHER INFORMATION, TERMS AND CONDITIONS

7.1 General

The purpose of this section is to draw attention to various critical elements of this RFP. It is by no means all encompassing and Proponents are advised to familiarize themselves thoroughly with all of the attached contract documents and schedules found in this RFP.

- Proposals will not be accepted by facsimile.
- Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation Form, at the ministry's discretion, one or more Proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Ministry clarifies its needs. Presentations/interviews are not to be used by Proponents as an opportunity to amend their proposals or the proposal price.

- Following a presentation or interview process, the Ministry shall evaluate the presentations/interviews in accordance with the Proposal Evaluation Form. Proposals must achieve the minimum required evaluation points specified in the form in order to remain on the shortlist for further consideration.
- The Recipient will have to acquire or have access to the following software:
 - MS Excel 2007, MS Word 2007, and ADOBE 7.1 or equivalents.
 - RESULTS: the Ministry will provide the Recipient with information with respect to obtaining IDIR (electronic access ID) and other system accounts.
 - **Note:** Any software that the Proponent proposes to use must be compatible with Ministry software.
- The Recipient will abide by the Employment Standards Act
- At contract award, the successful Proponent's proposal will form an integral part of the Recipient Agreement.

7.2 Specific Terms and Conditions

Specific Terms and Conditions are provided for in the Sample Recipient Agreement and its attached Schedules. Proponents must review the attached Sample Recipient Agreement and, if successful, be prepared to execute and fully comply with the Agreement.

8. PREPARING THE PROPOSAL

In preparing their RFP response, the Proponent should check the BCBid website for addendums: www.bcbid.ca. The Proponent should also return the RFP Receipt Confirmation form so that the Ministry is aware of the potential Proponents and can advise them of amendments to the RFP, and provide responses to questions asked by Proponents.

8.1 Avoiding Duplication

For their benefit, Proponents are advised to avoid duplication by presenting material once, as much as possible, and referencing where it has been presented in the proposal.

PART C: ATTACHMENTS

1. REQUIRED PROPOSAL OUTLINE

Contractor Instructions:

The proposal should be prepared in accordance with the following outline. Be sure to address all requirements of the RFP.

1. TITLE PAGE

Show the RFP name, contract or file number, submission closing date, proponent's name, address, telephone number, facsimile number, email address, and the name of the proponent's contact person.

2. LETTER OF INTRODUCTION

One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.

3. TABLE OF CONTENTS (Optional where proposals are less than 20 pages.)

Show the page numbers of all major headings.

4. EXECUTIVE SUMMARY (Optional where proposals are less than 20 pages.)

Summarize in no more than three pages the key features of the proposal, excluding price.

5. TECHNICAL ELEMENTS

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Provide an Outline for a Project Management Plan for the FFT eligible work in the management unit(s) of interest. The outline should describe who will be involved in the project(s): key staff, partnerships, availability of the project manager for the overall activities, who will carry out the activities, timelines/milestones, reporting, and an explanation on how quality assurance will be carried out. Strategies for the management and entry of data into RESULTS, and training are also important to note.

First Nations

Utilization of First Nation contractors and the formation of partnerships with First Nations companies are important goals of the Forests for Tomorrow Program. The goal of the program is to target up to 25% of the investment schedule to First Nations, subject to the building of capacity to carryout the work, and competitiveness of the treatment costs. To help achieve this goal, points will be awarded to proposals that make commitments to form partnerships with First Nations companies and provides a meaningful plan to engage and encourage where feasible, First Nations involvement. The proponent must outline the steps they will take to achieve this goal.

Similar Work

The Proponent should emphasize management and execution of projects of similar size and scope. Local experience, knowledge of the management unit's geography, biogeoclimatic zones, ecosystems, communities and First Nations communities is beneficial.

6. MANAGEMENT ELEMENTS

Proponents should refer to the RFP Evaluation of Management Elements to understand the factors being considered in the evaluation of a Proponent's capacity and management.

Indicate your firm's qualifications for the project by completing:

- Section 2 - Corporate Profile
- Section 3 - Issues and Implications
- Section 4 - Project References
- Section 5 - Key personnel experience and qualifications and resumes

Note: The Project References, and Key Personal Qualifications tables may be used in the response to the Screening Eligibility Criteria, and referenced or replicated in the Proposal, at the Proponent's discretion. Similarly, the Issues and Implications – may reference where the subject is discussed in the Proposal

7. PRICE PROPOSAL (Mandatory and submitted separately)

It is the practice of the ministry to evaluate the technical and management proposals without the knowledge of proponent prices. This avoids any possible perception of price-related bias in the evaluation. To make this manner of evaluation possible, submit the price proposal in a separate envelope/file from the remainder of the proposal. The price proposal shall be made in accordance with the requirements of the RFP.

2. PROPONENT'S RESPONSE**CORPORATE PROFILE (to be completed and submitted with your Proposal)****GENERAL INFORMATION:**

Company Name:

Address:

Phone Number:

Fax Number:

Name of Company Representative (contact):

Name of principal officers:

Particulars re: Partnership, if applicable:

Date organized, and in what province;

General or Limited Partnership:

Name(s) and address(es) of partner(s):

Are you licensed to perform the work of the Contract in compliance with all Federal, Provincial or

Municipal laws and regulations: Yes () No ()

State applicable municipalities:

Do you (or other principals) have relatives currently employed by our organization?

Yes () No ()

If "yes" – Name(s) :

KEY PERSONNEL: List all Key Personnel and their function in carrying out the work/services and *provide written resumes for each:*

_____	_____
_____	_____
_____	_____
_____	_____

List all other non-Key Personnel and their function in carrying out the works/services (i.e., administrative support staff, etc.):

_____	_____
_____	_____
_____	_____

If you are the successful Proponent, who will act as your authorized representative at the work site?

Name: _____

How long employed by you? _____

WORKFORCE AVAILABILITY

Current volume of business by category:

(a) Works contracts: \$ _____ Completion date: _____

	\$ _____	Completion date: _____
(b) General services	\$ _____	Completion date: _____
	\$ _____	Completion date: _____
(c) Consulting services:	\$ _____	Completion date: _____
	\$ _____	Completion date: _____
(d) Other(s):	\$ _____	Completion date: _____
	\$ _____	Completion date: _____

EQUIPMENT

List equipment available to aid in carrying out the works:

FINANCIAL INFORMATION

Specify financial references:

Institution Name:	_____
Reference Name:	_____
Address:	_____
Institution Name:	_____
Reference Name:	_____
Address:	_____

Can you provide performance bonding if required? Yes () No ()

Are you registered with WorkSafeBC, paid up and in good standing? Yes () No ()

Can you provide insurance in accordance with our requirements if required to do so?

Yes () No ()

Do you currently have any claims against you for unpaid debt to a government agency, workers, direct subcontractors, material suppliers, etc.? Yes () No ()

Are you financially able to carry out the works/services of the size and type being tendered?

Yes () No ()

Have you previously worked for our organization? Yes () No ()

If so, where? _____

Number of year's of related experience within the company: ____

ISSUES AND IMPLICATIONS⁴

Issues	Implications To The Proposed Project	Proponent Response
<p>1) Competencies The Recipient will be responsible for managing multiple activities or projects simultaneously, and ensuring quality work is completed, on time and on budget. Skills and competencies include but are not limited to the following:</p> <ul style="list-style-type: none"> Organization and Planning Project Management of large silviculture contracts (\$50,000+), or multiple projects concurrently. Managing mechanical site preparation Managing spring and summer planting Proficient use of RESULTS and ESF. Budget and Financial Management Working knowledge of silviculture for the area Communication and Liaison Risk Management Ability to work Independently 	<p>The Proponent will explain the attributes/competencies that they possess that will enable them to complete this work. Past examples illustrating these qualities in their work would be beneficial.</p> <p>The experience and qualifications of the field staff who will be carryout the work is especially important.</p>	<p><i>This response may be included within the key staff experience forms, which may be part of the Screening Criteria response.</i></p>

⁴ Note: To avoid redundant work, Proponents may respond to this form within their proposal (or the Screening Eligibility response), and reference that information in this table.

Issues	Implications To The Proposed Project	Proponent Response
<p>2. Safety</p> <p>In accordance with the Recipient Agreement, the Recipient will be responsible for ensuring the health and safety of all workers, including Subcontractors and other individuals employed or engaged in the project/work, and ensuring appropriate WorkSafeBC coverage is provided to all workers. The Recipient is required to have a safety plan that meets the Workers Compensation Act and OHS regulation. The recipient and its subcontractors must be SAFE company certified.</p>	<p>The Proponent will explain the steps they will take to ensure obligations under recipient agreement and WorkSafeBC (WCB) regulations including safety plans, operations startup notices, and all pertinent procedures and practices are met by recipient and their subcontractors.</p> <p>Outline staff qualifications in danger tree assessment and field experience in snag hazard areas.</p>	
<p>3. Quality Assurance</p> <p>The Recipient is accountable for the quality of all work carried out under the project plan/investment schedule. The various activities including planting, site preparation and surveys all require quality control checking.</p> <p>Professional Reliance and Accountability</p> <p>RESULTS:</p> <p>Including data and spatial information updates.</p> <p>Audits will be conducted by the Administrator.</p>	<p>The Proponent will outline a Quality Assurance Plan that will cover the major activities that will be conducted under the Recipient Agreement.</p> <p>Professional judgement is a key factor in prescriptions. What steps will the Proponent take to minimize errors in a system that relies on professional judgement..</p> <p>The Proponent should explain how RESULTS will be managed, kept current, QA checking.</p> <p>Identify experience in preparing for and responding to audits.</p>	<p><i>This response may be part of the Project Plan Outline, and Quality Assurance and Quality Control explanation.</i></p>
<p>4. First Nations</p> <p>Partnerships with First Nations are encouraged. Up to 25% of the investment schedule value may be targeted to First Nations, subject to capacity and competitiveness.</p>	<p>The Proponent must outline their experience working with First Nations, and the steps that they will take to build relationships, and meet or endeavor to meet the First Nations participation target. This plan is an important component of the evaluation.</p>	<p><i>This response may be addressed in the plan to address First Nations involvement, and participation in the program.</i></p>

Issues	Implications To The Proposed Project	Proponent Response
<p>5. Standards</p> <p>All reforestation activities under the FFT Program are carried out in accordance with Standards found on the FFT website: http://forestsfortomorrow.com</p> <p>Under the ‘Guidelines and standards’ tab.</p> <p>Legislation, practices and standards are dynamic. The Recipient must be aware of current standards, legislation and best practices applicable to the FFT Program.</p>	<p>The proposals should contain the steps that will be taken to ensure that the Recipient and it’s subcontractors are aware of and working to Ministry standards, applicable legislation and best practices.</p>	
<p>6. Reporting</p> <p>An important part of the Recipient Agreement’s obligations is the reporting requirements to the Administrator.</p> <p>Occasionally, as part of a special request, MoFR may ask the Recipient to provide specific site/field information.</p>	<p>The Proponent should briefly explain the basic reporting obligations and how these obligations will be fulfilled.</p>	
<p>7. Project Management</p> <p>The Recipient is responsible for managing and administering the work approved under the Agreement.</p> <p>The Recipient must be well organized.</p> <p>Many changes or adjustments can occur to the initial plan.</p>	<p>The Recipient should explain their experience in project management, and their qualifications, skills and abilities to ensure successful outcomes.</p>	<p><i>This response may be included within the key staff experience forms, which may be part of the Screening Criteria response.</i></p>
<p>8. Staff</p> <p>The work involved in this RFP will necessitate a staff/team with complimentary skills. Activities that require the Recipient’s administration or monitoring may take place in several locations simultaneously.</p>	<p>The Recipient should explain the staff, team or partnerships they will use under the Agreement including names, qualifications, and experience.</p>	<p><i>This response may be included within the key staff experience forms, which may be part of the Screening Criteria response.</i></p>

Issues	Implications To The Proposed Project	Proponent Response
<p>9. Local and Biogeoclimatic Zones/Subzones Experience</p> <p>Management units cover large areas with diverse terrain and ecosystems. Local knowledge and experience within biogeoclimatic zones/subzones applicable to this RFP are an asset.</p>	<p>The Proponent should outline their team's silviculture experience within the management unit(s) covered by the RFP.</p>	<p><i>This response may be included within the key staff experience forms, which may be part of the Screening Criteria response.</i></p>
<p>10. Privacy of Bidders</p> <p>Recipient's have access to tenders from subcontractors who may at other times compete directly with the Recipient on other work.</p>	<p>Subcontractors will have concerns about privacy, confidentially and the Recipients access to privileged business information.</p> <p>The Proponent should explain how these concerns will be addressed.</p>	

PROJECT REFERENCES⁵

Proponent's Name:		Phone Number:	
Proponent's Address:		Fax Number:	
		Email Address:	

List all the contracts, which your Firm has been involved with in the last 3 years.

Note: Follow-up References Checks will be done on Proposals achieving high overall scores. The Ministry will not grant the right of the Proponent to enter into a Recipient Agreement, where it considers the reference check results unsatisfactory.

Project and Project No.	Type of work (specify phases, partners/ subcontractors)	Value (\$)	Location & Forest District	Ministry or Company Rep.	Area Code & Phone #	Completion Date

⁵ The Project Reference Table may be submitted as part of the Screening Criteria response.

KEY PERSONNEL EXPERIENCE, QUALIFICATIONS AND RESUMES⁶

Note: Proponents must identify and assign full time to this project, an RPF in good standing, with at least ten years silviculture and contract management experience in the Interior, and preferably within BEC zones of the work in this RFP. In addition, the RPF must have competencies in the following areas:

- Organization and Planning
- Project Management
- Budget and Fiscal Management
- Quality Assurance, Inspections
- Communication and Liaison Work
- Ability to work independently

Experience including:

- Management of large silviculture contracts (\$50,000 plus)
- Management of site preparation and planting projects
- Working knowledge of silviculture for the area
- Knowledge and understanding of RESULTS

In addition, please complete the following table describing the key personnel and attach their resumes.

⁶ Similar to the Project Reference Table, the Key Personnel Experience Table may submitted as part of the Screening Criteria response.

SUMMARY OF REQUIREMENTS

The following is an abridged summary of requirements for responding to this RFP, and is not to be considered the full listing. Proponents are responsible to ensure that they review the entire RFP package, and are aware of all of the requirements and consideration for their response.

Mandatory Requirements

- Responding to and meeting the Screening Eligibility Criteria and submitted the signed statement by the specified date.
- Meeting the submission deadline.
- A completed Price Offer submitted separately from the proposal.
- A Project Management Plan Outline including Quality Assurance component.
- A plan or explanation outlining how the proponent intends to engage First Nations in the FFT Program and meet the 25% target for contracts to First Nations.

Non-mandatory Requirements

There are numerous other requirements described throughout this request for proposals. These are not considered mandatory but important in the evaluation of a proposal. Please review the Proposal Evaluation Criteria in Preparation of your proposal. The Proponent is advised to familiarize themselves with all the requirements, and include them in their submission. Some of the non-mandatory requirements include:

Key components of the Proponent Response:

- Corporate Profile
- Issues, Implications and Proponent Response
- Project References
- Key personnel experience and qualifications and resumes

Evaluation

- Proponents should review the evaluation criteria and scoring, and ensure that their proposal explains and responds to the elements being reviewed in the evaluation and scoring.

Recipient Agreement – Terms and Conditions

- Proponents should review the Recipient Agreement, including Schedule B. Within the context of the response it should be evident that the Proponent is capable, and willing to fully meet the terms and conditions of the Recipient Agreement.

Project and/or File No.	File no
Contract Name:	Forests for Tomorrow Recipient Agreement holder – Management Unit Name
PRICE OFFER	
This PRICE OFFER has been signed by the Proponent or its duly authorized representatives or officers on the _____ day of _____, 2008.	

Proponents must identify rates for all of the following positions: ¹						
POSITION	NAME OF STAFF OR IN-HOUSE TEAM (List all members)	% of the work that will be done by the named person . (Each position can not add up to greater than 100%)	HOURLY RATE (Only include one hourly rate)	Typical investment schedule position % utilization (Do not change these percentages) * this is for evaluation purposes only (E)	Overall % Of Non-Contract use for each position (C_{Total}x E)= (F)	Hourly Rate Weighted for typical investment schedule (DxE)= (G)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Recipient Project Manager				20%		
Professional Forester	1. 2.			16%		
Field Supervisor	1. 2.			15%		
Other Professional Staff (R _{Bio} , P _{Eng} Archaeological Specialist, Geoscientist)				3%	3	
GIS Specialist				5%	5	
Registered Forest Technologist(s) (RFT)	1. 2.			16%		
Technician (s)	1. 2.			10%		
Clerical				3%	3	
Data Entry (RESULTS) or Specify Service Provider	1. 2.			10%		
Accountant (GA or CA)				2%	2	
				100.00%	(F)	(G)

<i>Certification</i>	<i>Wage (when carrying out the certification function)</i>
Silviculture Surveyors Certification	
Danger Tree Assessor Certification	
Timber Cruising Certification	

¹Services not described

During the course of this contract term, should the services of a person be required which are not described in the Price Offer form, the Recipient must seek approval for the pay rate of that person's services from the Administrator.

Description of Columns in the Price Offer Form

1. **Column A:** These are considered the standard positions of a Recipient or Recipient's team.
2. **Column B:** Name of Staff or In-House Team: Proponents should identify the Staff or Team (Associate Contractors) which they will work with for this Recipient contract.
3. **Column C:** Is the percentage of work that will actually be done by this Staff or Team member for this given position.

For example: Professional Forester M. Smith 60%
 S. Douglas 40%

Note: Positions not considered as critical in the evaluation are blocked out, and 100% utilization is automatically given.

4. **Column D:** Is the hourly rate. One rate per position.
5. **Column E:** Is a Ministry breakdown of position utilization for a typical silviculture reforestation investment schedule. This is for evaluation purposes only. The same breakdown will be applied to all Proposals.
6. **Column F:** Is the overall in-house staff or team utilization for each position.

For example:

Technician(s) J. Doe Column (Cx E) 90% x 18% 16.2%

Note: Column F will be utilized to determine the overall points for the Staff or Team's qualifications.

For example: If the sum total of Column F entries is 90%, and a point rate of 16 was given to the staff qualifications. The final score will be .90 x 16 or 14.4. For further explanation refer to the Evaluation of Relevant Experience.

7. **Column G:** Is the hourly rate, weighted by the Ministry's estimate of position utilization.

Note:

1. Any substitution in personnel or deviation from this commitment must be approved by the Ministry of Forests and Range.
2. The Price Offer is an important consideration in evaluation of price and staff experience, through the disclosure of the utilization of key staff as opposed to tendering out the work of these positions – Columns C and F. The Price Offer is also an important factor in the price scoring of the proposal. Refer to the Evaluation of Relevant Experience below.

EVALUATION OF RELEVANT EXPERIENCE**Maximum 18**

Column F of the Price Offer form will be used to weight the experience of the Proponent's Staff or Team, relative to the overall amount the staff or team will be utilized.

Names the Key staff or Team that will be involved in this project , and their relevant experience evaluated. (Maximum 18 points)

The point rating that is given to the recipient for this evaluation will be multiplied by the % of time by key staff or team members identified in the Price Offer.

Scoring:

(F) x (H) = _____ points (placed in the rating of the first item in Key Staff Qualifications)

Where: (F) is taken from Forests for Tomorrow Recipient Price Offer form.

(H) is the points assigned by an evaluator for the staff qualifications.

4. EVALUATION CRITERIA

PROPOSAL EVALUATION					
RFP NUMBER: _____					
Recipient Contract CONTRACT NUMBER: ISSUED BY Northern Interior Forest Region, Forests for Tomorrow Program	PROPOSER IDENTIFICATION				
	A				
	B				
	C				
	D				
	E				
OPENING AND COMPLIANCE	A	B	C	D	E
▪ Late, Withdrawn, Unsolicited					
▪ All Mandatories Met/Submitted with Proposal					
▪ ACCEPTED FOR EVALUATION (Yes/No)					
PROPOSALS OPENED AT __A.M./P.M. ON THE _____ DAY OF _____ Attach details regarding reasons for rejecting a proposal					
WITNESS(ES):	PRESIDING OFFICIAL				

PROPOSAL EVALUATION						ONLY ACCEPTED PROPOSALS CONSIDERED						
		Max Points	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
			A		B		C		D		E	
TECHNICAL												
▪ Understanding Project Scope and Objectives	21											
▪ Project Management Plan Outline	35											
▪ Quality Assurance Planning Outline	18											
▪ RESULTS	16											
▪ Training	10											
▪ Technical Skills, Knowledge	25											
Min 80												
Total (1)	125											

RFP Evaluation of Technical Elements

Understanding Project Scope and Objectives

Is clear, concise, logical, and well-written

Addresses the objectives of the project stated in the RFP

Understands the scope of the RFP, its objectives and the work required

Demonstrates local knowledge forests, surveys, silviculture, mpb and fire treatments

Provides a realistic timetable to comply with project timing requirements

Demonstrates how the proponent will help the province meet the PMP
(Program Management Plan) goals of the Forests for Tomorrow program

max points		Total
4	<input type="text"/>	
4	<input type="text"/>	
4	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
2	<input type="text"/>	
Totals	21	<input type="text"/>

Project Management Plan Outline

Describes:

- how the proponent will write/design contract documents
- the tendering methods to be employed
- the viewing/award procedures
- payment inspections and contract administration procedures

Outlines strategies to:

- ensure the Ministry's goal of First Nations participation is achieved
- commitments and steps to be taken to form partnerships with First Nations, subcontract, and local First Nations employment
- ensure that adequate First Nations information sharing occurs

Outlines how referrals will be done

Outlines strategies/considerations for timely communications between the Program Administrator, Regional FFT staff, District, subcontractors

Outlines how the proponent will address potential conflict of interest issues

2	<input type="text"/>	
2	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
5	<input type="text"/>	
12	<input type="text"/>	
3	<input type="text"/>	
2	<input type="text"/>	
2	<input type="text"/>	
2	<input type="text"/>	
Total	35	<input type="text"/>

Quality Assurance Plan Outline

Describes which aspects of activities require quality control and assurance

Describes how quality control and assurance will be done

Outlines qualifications of persons involved in quality control (scored on level of qualifications)

Describes timing/reporting of quality control actions

Describes contract provisions for corrective action and payment

4	<input type="text"/>	
5	<input type="text"/>	
2	<input type="text"/>	
2	<input type="text"/>	
5	<input type="text"/>	
18	<input type="text"/>	<input type="text"/>

RESULTS

Identifies staff and/or Service Provider involved in RESULTS work:

Outlines competency with respect to data entry into RESULTS, generating reports, and knowledge of RESULTS Standards (including spatial entry)

Describes quality control/assurance procedures by the Recipient on staff or Service Provider for RESULTS information/data and spatial updates/entries

7	<input type="text"/>	
9	<input type="text"/>	
16	<input type="text"/>	<input type="text"/>

Training

Outlines commitments/strategies to maintain/upgrade to current standards prior to work for the Project Manager, Staff/Team, and Subcontractors

10	<input type="text"/>	<input type="text"/>
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Technical Skills, Knowledge

Demonstrates staff conducting the work have done competent, high quality, succinct treatment plans for the biogeoclimatic zones of the area

Outlines a variety of surveys completed and the ability modify surveys to accommodate different sites and conditions to maximize productivity and costs effectiveness.

15	<input type="text"/>	
10	<input type="text"/>	
25	<input type="text"/>	<input type="text"/>

Total Points for Technical Elements

125	<input type="text"/>	<input type="text"/>
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PROPOSAL EVALUATION						ONLY ACCEPTED PROPOSALS CONSIDERED					
	Max Points	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
		A		B		C		D		E	
MANAGEMENT											
▪ Company Profile	21										
▪ Issues and Implications	32										
▪ Projects References	17										
▪ Key Staff Qualifications	31										
▪ Experience working with Activity Contractors	12										
Min 75											
Total (2)	113										
The Price Offer will be evaluated separately, after the Technical and Management elements are evaluated.											

RFP Evaluation of Management Elements**Company Profile**

Demonstrates that the company has been in business for a reasonable length of time

Describes the company's location or proximity to the work locations

Demonstrates that the proponent has a satisfactory previous work record with the Ministry

Demonstrates the proponent is financially sound and has the financial capability to pay contractors in a timely manner, given the holdbacks that are associated with the recipient agreement payments from the program administrator

Demonstrates how the proponent could increase their capacity of their manpower resources to respond to an increased program size

max points		Total
2	<input type="text"/>	
8	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
4	<input type="text"/>	
Total	21	0

Issues, Implications, Proponent Response

Describes attributes/competencies proponent; Staff/Team possess to enable successful completion

Describes safety plans, and how obligations for WorkSafeBC and the RA will be met

Outlines staff qualifications in danger tree assessment, and working in snag hazardous areas

Outlines experience working with First Nations

Explains basic reporting obligations and how they will be fulfilled, to the program administrator and the Ministry

Describes professional reliance/accountability in its experience reviewing treatment plans

Demonstrates the proponent's local and biogeoclimatic zones/subzones experience within the management units in this RFP

Identifies measures to protect bidders privacy

4	<input type="text"/>	
5	<input type="text"/>	
4	<input type="text"/>	
6	<input type="text"/>	
2	<input type="text"/>	
1	<input type="text"/>	
8	<input type="text"/>	
2	<input type="text"/>	
Total	32	0

Project References

Demonstrates that the firm has successfully completed similar projects during the past 3 years

Demonstrates that there have been no failed silviculture contracts or late delivery of goods in the past 3 years

Describes the proponent's role(s) in these previous projects

Demonstrates how past project work was applicable to this RFP

Demonstrates the project management skills of the proponent

6	<input type="text"/>	
2	<input type="text"/>	
1	<input type="text"/>	
4	<input type="text"/>	
4	<input type="text"/>	
Total	17	0

Key Staff Qualifications

Names the key Staff or Team that will be involved in this project, and their relevant experience. Weighted score based on Column F - of the Price Offer form

Demonstrates qualified, competent field staff who will be carryout most of the work

Demonstrates that the proponent has a stable workforce

18	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
Total	31	0

Experience with Activity Contractors

Outlines proponent's previous experience with subcontractors

Describes proponent's experience with drafting contracts, viewing, tendering, monitoring, and quality assurance with contractors/subcontractors

Describes steps for corrective action for subcontractors (if needed)

4	<input type="text"/>	
3	<input type="text"/>	
5	<input type="text"/>	
Total	12	0

TOTAL Points for Management Elements

113	0	
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Definitions:

Staff or Team are persons listed on Price Offer form

Activity Contractors (or subcontractors) are not part of the standard work of the Recipient's Staff or Team,

and not listed in the Price Offer and includes such activities as: snag falling, planting, site preparation, road deactivation

Price Offer Evaluation

<div style="text-align: center;">□</div> PRICE OFFER EVALUATION 80 POINTS MAXIMUM	
Overall Price Determination: Step 1: The overall weighted average hourly rate will be determined from the Price Offer form. (Final figure, Column G). Step 2: Apply the following price comparison formula to determine points for each proposal. S = (Min x M) / P	
S = Score	
Min = Lowest Priced Proposal	
M = Total Marks Available for Price	
P = Price of this Proposal	

PRICE OFFER EVALUATION						ONLY ACCEPTED PROPOSALS CONSIDERED					
	Max Points	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
		A		B		C		D		E	
3) Price Offer											
Total (3)	80										

OVERALL SCORE

PROPOSAL EVALUATION						ONLY ACCEPTED PROPOSALS CONSIDERED						
		Max Points	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
			A		B		C		D		E	
1) Technical Min 80 Total (1)		125										
2) Management Min 75 Total (2)		113										
3) Price Offer Total (3)		80										
GRAND TOTAL		318										
FRONT RUNNER												

☐ RECOMMENDATIONS:	FRONTRUNNER (Mark with an x)	
		SIGNATURES:
		EVALUATION TEAM
		CHAIRPERSON
AWARD	SIGNATURE OF AUTHORIZED EXPENSE AUTHORITY	DATE:
PROPOSAL ACCEPTED (A, B OR C, ETC.)		

5. COST GUIDELINES

See <http://forestsfortomorrow.com/fft/node/556> for the latest cost guidelines.

6. RFP RECEIPT CONFIRMATION FORM

FFT Recipient Agreement Holder
Receipt Confirmation Form

FS09QQQ011 – Mackenzie and Dawson Creek TSA's

Please complete this form and return IMMEDIATELY to:

NAME: ANNA MONETTA, R.P.F.
 OFFICE: NORTHERN INTERIOR FORESTS REGION
 ADDRESS: 5TH FL 1011 4TH AVENUE
PRINCE GEORGE, BC V2L 3H9
 FACSIMILE: (250) 565-6671

Contractor Instructions:

Please complete the information required below and return this form to the above address. Failure to return this form may result in no further communication regarding this RFP.

Refer to the RFP Notice to determine if a proponent's information session or a site viewing has been scheduled. Failure to attend a mandatory proponent's information session or a mandatory site viewing will result in a proponent's disqualification.

COMPANY NAME: _____
 ADDRESS: _____

 CONTACT PERSON: _____
 TITLE: _____
 PHONE NUMBER: _____
 FACSIMILE NO. _____

I/we have received a copy of the above-noted RFP and: (check appropriate response)

- ☐ I/my firm meet the self-screening criteria and will be attending the mandatory Proponents' Information Session.
- ☐ I/my firm will not be attending the mandatory Proponents' Information Session and therefore, not submitting a proposal.

SIGNATURE: _____ PRINT NAME _____
 TITLE: _____
 DATE: _____

7. SAMPLE RECIPIENT AGREEMENT AND SCHEDULES

The sample Recipient Agreement and Schedules can be downloaded at

http://www.for.gov.bc.ca/ftp/hfp/external/publish/fft_standards_on_cms_web/Recipient_Process/Recipient_Agreement.pdf