

APPENDIX 14

Inventory Audit Program: Post Contract Evaluation

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17 January 1996

Inventory Audit RFP, Part B, Attachments (G)

c:\audits\manual97\eval6.doc

1.0) Introduction

The Ministry of Forests has developed a post contract evaluation process to document the performance of both the MoF and contract staff in the execution of an inventory audit contract. The process assigns points for the relative performance of the contractor which will be used in the awarding of subsequent provincial inventory audit contracts. An evaluation shall be completed for each project. The performance of the MoF is also considered in this system.

The post contract performance summary is to be completed by the primary MoF contract officer and sent to the contractor for validation. The contractor is encouraged to respond to this summary if they have any issue with this report.

Post contract evaluation scoring points will be carried for one year. If a contractor completed more than one contract then their points will be based on the average of the completed contracts.

2.0) Contract Information

Description of Area Auditted (TSA/TFL) _____

Contract Reference Number: _____ Contractor: _____

Contract Officer: _____

Dates: Contract signed _____

Dates: Contract Term _____

Actual Start Date: _____

Completion Date: _____

Contract Value _____

Contractors Personnell:

3) Quality Assurance

MoF Quality Assurance Personnel:

MoF Quality Assurance Summary

A.) Pre-work conference/field day(s)

Work completed satisfactorily Y____ N ____

First Check (not to exceed 5 samples)

Office Work completed satisfactorily..... Y____ N ____

Field Work completed satisfactorily..... Y____ N ____

Comments: _____

B.) Batch 1 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____

Field Work completed satisfactorily..... Y____, N ____

Batch Rejected* Y____, N ____

Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

C.) Batch 2 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____

Field Work completed satisfactorily..... Y____, N ____

Batch Rejected..... Y____, N ____

Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

D.) Batch 3 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____

Field Work completed satisfactorily..... Y____, N ____

Batch Rejected..... Y____, N ____

Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

E.) Batch 4 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____

Field Work completed satisfactorily..... Y____, N ____

Batch Rejected..... Y____, N ____

Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

F.) Batch 5 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____
Field Work completed satisfactorily..... Y____, N ____
Batch Rejected..... Y____, N ____
Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

G.) Batch 6 Check (not to exceed 15 samples)

Office Work completed satisfactorily..... Y____, N ____
Field Work completed satisfactorily..... Y____, N ____
Batch Rejected..... Y____, N ____
Second Submission completed satisfactorily..... Y____, N ____

Comments: _____

Total Number of Samples Field Checked by MoF Number____ Percent____

4.0) Internal Contractor Check Plot Summary

Total Number of Samples Field Checked by Contractor Number____ Percent____
All contractor and check cruise plot cards attached and completed correctly Y____, N____

5.0) Project Summary

Summarize unusual or difficult conditions which may have prevented the contractor from achieving acceptable results, e.g. inaccurate assess notes, no back up photos, conflicting instructions, etc.

Summary of unsatisfactory work

6.0) Contract Administration

A. State reasons for contract amendments or extensions

B. Summarize total additional cost to administer the contract because of unsatisfactory work

Total additional persons days _____
Total additional operating costs _____
Travel _____ Other _____

C. Were the results of the quality assurance checks discussed with the contractor?

Yes _____, No _____

D. Were the outstanding issues resolved Yes _____ No _____ If no explain _____

7.0) Technical Assistance:

Describe technical assistance provided to the contractor, eg. meetings, workshops, training etc. (with dates)

8.0) Evaluation Points (refer to Contractor Performance Matrix attached)

Criteria	Total Points Possible	Points Awarded
Timing/Scheduling	5	
Field Quality Assessment	15	
Office Quality Assessment	5	
Total Points	25	

** Batch rejected means that two samples in a batch have failed a field check and the contractor has been instructed to return to all samples in the batch and check or correct work.*

9.0) Guideline matrix for Contract Performance Evaluation

	Excellent	Acceptable			Unacceptable	Max Points	Points Acheived
Timing/ Scheduling	Completed on Time No delays (poor weather would not constitute a delay) 5 points	Minor Agreed to changes in schedulling contract initiated by contractor 4 points	Major agreed to changes Agreed to delay in contract Work completed on time 3 points	Major resheduling, contract extensions required. Final work not completed on time 2 points	Contract not completed 0 points	5	
Field Quality Assessment	No Rejection 15 points	1 batch of samples rejected "the contractor is instructed to return to all samples and check or correct work" 10 points	2 batches of samples rejected 5 points	3 batches of samples rejected 0 points	4 batches of samples rejected Contract cancelled	15	
Office Quality Assessment	All sample data presented according to standards All materials returned 5 points	1 Batch of samples returned for correction 4 points	2 batches of samples returned for correction 2 point	Data returned 3 times for correction 0 points		5	

Subtotal _____

Name of MoF Contract Officer _____

Signature of MoF Contract Officer _____ ,that I reviewed and prepared this summary

Date: _____