



## Contractor Selection Policy

*SORCA will endeavour to be as fair and transparent as possible when contracting for services. The specific processes to be followed depend on the class of contract (Class A, Class B or Class C), which is determined based on the estimated fair market value of the contract, as set out below.*

### ***Evaluation Criteria***

The criteria that will be applied to all contractor selection processes, regardless of class, will be:

- *Experience*
- *Cost*
- *Value*
- *Social Procurement measures*
- *Quality of past work*
- *Qualifications and expertise*
- *Stakeholder relations*
- *Professionalism*
- *Timeliness*
- *Compliance with past contracts/agreements (if any)*
- *References*

*(“Evaluation Criteria”)*

If additional criteria will be used in any particular contractor selection process, those additional criteria will be defined and made known before proposals are solicited (“Additional Criteria”).

### ***Evaluation of Quotations or Proposals***

In evaluating competing quotations or proposals, SORCA will, in its sole discretion, rate proposals based on the contractor’s demonstrated ability to meet the Evaluation Criteria and the Additional Criteria, if any.

SORCA may provide a template for Class B and C proposals.

If, after review of all quotations or proposals, the Trails Subcommittee or the Board, as the case may be, has any questions of clarification for contractors, these may be asked; however, if a proposal does not meet the specified requirements or does not set out how the contractor meets the Evaluation Criteria or Additional Criteria, if any, that quotation or proposal must be discarded and eliminated from the competition without the contractor being afforded an opportunity to correct the deficiency in their proposal.

### ***Classes of Contracts***

#### ***Class A Contracts***

If the estimated contract value is up to \$12,000, SORCA may solicit quotations from one or more contractors to provide a quotation based on specified requirements, and may enter into a contract with a contractor without further solicitation of quotations or proposals.

In soliciting quotations, SORCA will, in its sole discretion, determine which contractors or service providers are likely to meet the Evaluation Criteria and Additional Criteria, if any.

Decisions on the awarding of *Class A Contracts* may be made by the Trails Subcommittee and Executive Director, provided the Board has already approved the budgetary requirements.

If SORCA has awarded \$25,000 total in Class A contracts to one contractor in a calendar year, SORCA will not award any further Class A contracts to that contractor in that calendar year unless SORCA has solicited quotations from a minimum of three contractors. This process will not apply to any contracts of \$1,500 or less.

#### ***Class B Contracts***

If the estimated contract value is \$12,001 to \$60,000, SORCA will solicit quotations from a minimum of three contractors based on specified requirements.

SORCA reserves the right to negotiate price and other facets of the quotations.

In soliciting quotations, SORCA will, in its sole discretion, determine which contractors or service providers are likely to meet the Evaluation Criteria and Additional Criteria, if any. SORCA will from time to time make a public call for contractors to pre-qualify for a Class B solicitations list.

Recommendations on which contractors will be solicited for quotations for *Class B Contracts* will be made by the Trails Subcommittee and Executive Director. Decisions on the awarding of *Class B*

*Contracts* will be made by the Board after receipt of all relevant information from the Trails Subcommittee a minimum of one week prior to the decision.

If SORCA has awarded \$75,000 total in Class A or B contracts to one contractor in a calendar year, SORCA will not award any further Class A or B contracts to that contractor in that calendar year unless SORCA has solicited quotations from a minimum of three contractors.

### ***Class C Contracts***

If the estimated contract value is over \$60,000, SORCA will carry out a Request-for-Proposals (RFP) process. The RFP will be posted on SORCA's website for a minimum of 21 days, and will be advertised via SORCA's newsletter and FaceBook page. SORCA may also, in its sole discretion, bring the RFP directly to the attention of contractors based in the Sea-to-Sky Area or elsewhere who are, in SORCA's opinion, likely to meet the Evaluation Criteria and Additional Criteria, if any.

SORCA will establish administrative procedures for RFPs that reflect best procurement practice and will treat the market in a fair manner in all of its procurement processes.

SORCA may, in its sole discretion, determine whether a proponents' meeting and/or project walkthrough is necessary. If held, such a meeting will be to provide proponents with an opportunity to ask questions, gather additional information, or express concerns related to a specific Request for Proposals (RFP). A proponents' meeting should occur no less than one week before the close of an RFP. If attendance at a proponent's meeting or walkthrough is mandatory, this will be stated in the RFP, and more than one meeting option will be provided. Any questions asked and answered over telephone or email will be publicly shared to all proponents.

Decisions on the awarding of *Class C Contracts* will be made by the Board after receipt of all relevant information from the Trails Subcommittee a minimum of one week prior to the decision.

### ***Statement of Work***

No work will commence for any level of contract until both parties have agreed and signed off on a statement of work or contract.