



Maintenance Contract Renewal Contractor Assessment Program [CAP] Update

DATE: March 16, 2018

The Ministry will be revising the Contractor Assessment Program for the new round of contracts. The program will retain the Local Assessment and Stakeholder Assessment components. The current Regional Audit process will change and there will be an addition of a Contractor Submission process.

The main change will be a separation of the contract compliance and residual payment portion of the assessment; previously these two components were blended into one score.

Contract compliance will review the contractor's performance against the terms of the contract. Contract compliance will be evaluated through an assessment comprised of the Local Assessment, the Provincial Audit and a Stakeholder Assessment. A contractor deemed to be in material compliance with the contract will be issued an authorization certificate to participate in the residual payment portion of the assessment.

Residual payments for eligible contractors will be evaluated through an assessment comprised of the Local Assessment, the Provincial Audit, a Stakeholder Assessment, and a Contractor Submission.

The Local Assessment will remain to be comprised of monitoring records and local audits.

The Stakeholder Assessment will be modified to incorporate both stakeholder feedback and evidence from audits. The Stakeholder Assessment will have both compliance and residual payment aspects.

The Regional Audit process will change. The current two annual regional audits will be replaced with a single, more comprehensive Provincial Audit. The Provincial Audit will incorporate field and office reviews and will include summer and winter operations undertaken within the previous twelve months. The single audit will have both compliance and residual payment assessments.

The Contractor Submission for eligible contractors will give an opportunity to submit an application to demonstrate service delivered above and beyond the basic contract compliance. The submission will be scored for service delivered that exceeds the contractual obligations and provides added value for the communities the contractor serves.

A provincial team will review the residual payment applications. The value of the Contractor Submission will be added to the Local, Regional and Stakeholder scores to create the final scores for each season.

Scores for each season will be weighted as before: Summer comprises 40% of the annual total, Winter Comprises 60%. Each season will be reviewed independently.

Residual payments will be paid to a maximum of 2% of the annual value of the contract. A threshold will be established for full payment. For scores below this threshold residual payments will be made based on a prorated percentile. As before, Payments will be made annually in the November/December timeframe.