

Robinson, Kai W MTIC:EX

From: Robinson, Kai W MTIC:EX
Sent: Tuesday, April 22, 2014 10:24 AM
To: 'deto@bcdairy.ca'
Subject: RE: RFP ON-002489

Hi Dave,

Thanks for your new questions. Answers to your previous questions were posted to BC Bid as part of Addendum #1 to the RFP.

We'll get answers to your new questions to you as quickly as we can.

Thanks,

Kai Robinson | Procurement Specialist | Procurement Services Branch | Shared Services BC
Ph: 778-677-0313 | **e:** Kai.Robinson@gov.bc.ca | **m:** PO Box 9476, Stn Prov Gov, Victoria BC V8W 9W6



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From: Dave Eto [<mailto:deto@bcdairy.ca>]
Sent: April-18-14 10:34 AM
To: Procurement MTIC:EX
Subject: Fwd: RFP ON-002489

----- Forwarded message -----

From: Dave Eto <deto@bcdairy.ca>
Date: 17 April 2014 16:38
Subject: RFP ON-002489
To: "Robinson, Kai W MTIC:EX" <Kai.Robinson@gov.bc.ca>

Hi Kai,

Some additional questions

1. Would there be a problem if the same contractor was listed on two separate applications as a backup program manager?
2. Do you know when my questions will be answered and where will they be located?

Thank you and Happy Easter,

Dave Eto
CEO & Executive Director
BC Dairy Association

P. 604.294.3775 | M. 604.315.2640 | Toll Free in BC 1.800.242.6455

www.bcdairy.ca

Robinson, Kai W MTIC:EX

From: Dave Eto <deto@bcdairy.ca>
Sent: Tuesday, April 15, 2014 9:58 AM
To: Robinson, Kai W MTIC:EX
Subject: Re: RFP ON-002489 Questions

Hi Kai,

Yes, page 11, section 3.3.5

Thanks,

Dave Eto
CEO & Executive Director
BC Dairy Association

P. 604.294.3775 | M. 604.315.2640 | Toll Free in BC 1.800.242.6455

www.bcdairy.ca

On 15 April 2014 09:49, Robinson, Kai W MTIC:EX <Kai.Robinson@gov.bc.ca> wrote:
Hi again, Dave. A quick question for you to help us answer your question.

Regarding the following question:

"Regarding the requirement to spend \$20K before reimbursement, what is the expected time period for reimbursement?"

Would you mind letting me know what section of the RFP this question relates to?

Thanks!

Kai Robinson | Procurement Specialist | Procurement Services Branch | Shared Services BC
Ph: 778-677-0313 | e: Kai.Robinson@gov.bc.ca | m: PO Box 9476, Stn Prov Gov, Victoria BC V8W 9W6

-----Original Message-----

From: Robinson, Kai W MTIC:EX
Sent: April-15-14 9:37 AM
To: 'deto@bcdairy.ca'
Subject: RE: RFP ON-002489 Questions

Thanks, Dave. We'll get answers to you as quickly as we can.

-----Original Message-----

From: Dave Eto [<mailto:deto@bcdairy.ca>]

Sent: April-15-14 8:55 AM

To: Procurement MTIC:EX

Subject: RFP ON-002489 Questions

Hi Kai.

We would appreciate your respond to these questions:

1. Please explain the 21-month program time frame in the context of the five-year time frame for Growing Forward 2.

Is a second phase of the Post-Farm Food Safety program anticipated?

What would be the planned funding allocations if so?

Will something else be developed?

2. Who is the go-to person in government responsible for this program?

Ministry of Agriculture Food Safety and Inspection Branch?

And, if so, which individual?

3. Regarding the requirement to spend \$20K before reimbursement, what is the expected time period for reimbursement?

4. There are two different postal codes for the same mailing address, which is the preferred one?

Regards,

Dave Eto

Sent from my iPhone

Robinson, Kai W MTIC:EX

From: Robinson, Kai W MTIC:EX
Sent: Wednesday, April 9, 2014 3:00 PM
To: 'deto@bcdairy.ca'
Subject: RE: Post Farm Food Safety Program Proponent's meeting

Hi Dave,

Thanks for your question.

The meeting is anticipated to be 1 hour. But for some quick administrative reminders and a program overview, the majority of that time will be devoted to a question and answer period.

Kai Robinson | Procurement Specialist | Procurement Services Branch | Shared Services BC
Ph: 778-677-0313 | **e:** Kai.Robinson@gov.bc.ca | **m:** PO Box 9476, Stn Prov Gov, Victoria BC V8W 9W6



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From: Procurement MTIC:EX
Sent: April-09-14 11:57 AM
To: Robinson, Kai W MTIC:EX
Subject: FW: Post Farm Food Safety Program Proponent's meeting

From: Dave Eto [<mailto:deto@bcdairy.ca>]
Sent: April-09-14 11:50 AM
To: Procurement MTIC:EX
Subject: Post Farm Food Safety Program Proponent's meeting

Hi Kai

We would like to send representatives to this meeting and would appreciate knowing what is the agenda and how long is the meeting.

Thank you,

Dave Eto
Chair, BC Food Processors Association

P. 604.294.3775 | M. [604.315.2640](tel:604.315.2640) |



BCFood
Processors
ASSOCIATION

16 May 2014

Procurement Services Branch
c/o 3rd Floor, 563 Superior Street
Victoria, BC V8V 1T7

Attention: Kai Robinson

Dear Mr Robinson:

RE: Ministry of Agriculture Request for Proposals Number: ON-002489
Post-Farm Food Safety Program Delivery

I am pleased to enclose a Response from the BC Food Processors Association for the Post-Farm Food Safety Program Delivery. The BCFPA has the organizational capabilities and qualified personnel to fulfil and in many cases exceed the requirements. It is a well-established and dynamic organization with a passion for excellence among its leaders, members, staff and contractors. This includes a commitment to and interest in developing educational and other resources to build a strong food safety culture for the agri-food industry in BC, with a focus on continuous improvement.

A proposal team of Directors, food processors, educational advisors and managers put this material together. The group enjoyed the challenge of seeking the most creative and efficient ways to meet the requirements. Due to the scale and scope of the initiative, there are some areas for which we would appreciate more definitive direction regarding priorities, specifically around on-site visits (travel in particular) and time required for dispute resolution. The BCFPA looks forward to discussion of these matters with the Ministry in the event that the BCFPA is awarded the contract. Our goal is to ensure that a comprehensive and concise program can accommodate all potential beneficiaries.

Thank you for the opportunity to submit a response for delivering on this exciting program. If you have any further questions, please do not hesitate to contact me personally.

Very truly yours

Nico Human, CEO



Request for Proposals

Post Farm Food Safety Program Delivery

Ministry of Agriculture Request for Proposals Number: ON-002489

Issue date: April 2, 2014

Closing Time: Proposal must be received **before 2:00 PM Pacific Time on: May 16, 2014**

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

Kai Robinson, Procurement Specialist, 563 Superior Street, Victoria, BC V8W 9W6

Fax: (250) 387-7309, procurement@gov.bc.ca**DELIVERY OF PROPOSALS:**

Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:

A. Three (3) complete hard-copy (and 1 copy on CD, DVD or USB media) must be delivered by hand or courier to:

Procurement Services Branch
c/o 3rd Floor 563 Superior Street
Victoria, B.C. V8V 1T7
Attention: Kai Robinson

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.
OR**B.** One complete electronic proposal must be received in accordance with BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.**PROPOSANTS' MEETING:**A Proponents' meeting **will** be held at:

1:30PM on Friday, April 11th 2014
Times Boardroom, 563 Superior St.
Victoria BC

Teleconference Dial-in: 1 (877) 353-9184, Attendee Code: 5042763

Note: A transcript or minutes of the meeting will be distributed on BC Bid. Attendance is optional. Oral questions will be allowed at the Proponents' meeting. However, questions of a complex nature, or questions where the Proponent requires anonymity, should be forwarded in writing, prior to the meeting, to the Government Contact person designated above.

PROPOSER SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. **For electronic proposals**, all parts of the Proponent Section (below) must be completed except the signature field, as the BC Bid e-bidding key is deemed to be an original signature. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:

Legal Name of Proponent (and Doing Business As Name, if applicable):

BC Food Processors Association

Printed Name of Authorized Representative:

Nico Human

Address of Proponent:

34707 Sunridge Place
Abbotsford BC V3G 1E5

Title: Chief Executive Officer

Date: 16 May 2014

Authorized Representative phone, fax or email address (if available):

Email nico@bcfpa.ca

Tel 604.504.4409 * Fax 604.746.4409

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Appendix 2	Post-Farm Food Safety Program application form
Appendix 3	Weighted ranking of priority sectors form
Appendix 4	Funding Agreement
Appendix 5	Participant file checklist
Appendix 6	Monthly activity report
Appendix 7	Program report outline
Appendix 8	Evaluation framework
Appendix 9	Workplan
Appendix C	Proponent organization experience: projects, personnel, resumes
Appendix D	Budget Summary and Worksheets

Executive Summary

The Ministry of Agriculture has developed a robust food safety program proposal for key market segments within food processing and related industries to support education, Good Manufacturing Practices, Best Practices and HACCP, which will be delivered in conjunction with the private sector. The goals are to ensure that the BC food processing industry provides the safest products possible within a framework of certification and continuous improvement, and that such measures support BC's agri-food industry to grow to its economic potential. With this in mind, the overall objective is to establish a partnership with an organization that will deliver on the proposed outcomes and provide value to the market segments while ensuring that financial accountability and program mandates are achieved. The Ministry understands that the core competencies of the organization and its personnel are key to the program's success and evolution. Since the program deliverables are technical in nature and are designed to provide operational excellence and enhanced program integration, a service provider is required with depth and breadth in the market segments. This provider should have established relationships with the market while providing a leadership role and delivering both expertise and goodwill. Welcome to the BC Food Processors Association, the voice of processors in the province.

The BCFPA proposal team has spent considerable time reviewing the operational outcomes and service deliverables you have identified. The BCFPA's proposed approach is self-managing based on milestones, thresholds and operational compliance that will be mutually agreed through Service Level Agreements. These frameworks allow for managed expectations to be identified.

The budget is based on a wide range of inputs to ensure that all potential participants have the potential to qualify and participate in the program. The BCFPA has identified all cost centres under its direct control, such as labour, and has allocated these costs accordingly. Due to geographical considerations and the potential size of the target market, strong communications and education strategies have been developed. The BCFPA is proposing a web-based approach with traditional and social media as well.

Priority sectors for this program have been identified based on two key goals: reducing public health risk and increasing opportunities for business growth.

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BCFPA: strategically positioned to deliver.

Proponent Response

1. Program Administration

Governance Framework

The Post-Farm Food Safety Program will be implemented and supported as a dedicated program of the BC Food Processors Association. The BCFPA has a management and accounting structure in operation for the programs it delivers to the market.

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S21 The Program Manager will report operationally to the CEO of the BC Food Processors Association (BCFPA) who, in turn, reports to the BCFPA Board of Directors. Program Team members will report to the Program Manager.

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Complaint Resolution Process

This process follows a protocol that has been used successfully by the BCFPA in management of other programs. It will be outlined in program materials (Guide, Funding Agreement) that are posted on the web, will be circulated in hard copy to interested parties, and will be discussed during orientation of all program team members. It has four components:

BCFPA Complaint Resolution Process

Who	Actions	By when	Next steps
Program team member	<ul style="list-style-type: none"> • Verbal discussion with complainant (not email) • Attempt to resolve using parameters for their area (e.g. food safety assessments, funding applications, financial claims) • Provide complainant with written copy of the complaint resolution process 	Within five business days of complaint being received	<ul style="list-style-type: none"> • Resolve complaint and make note in monthly report to Program Manager <p>OR, if complaint cannot be resolved:</p> <ul style="list-style-type: none"> • Summarize the concern to the complainant detailing all specifics of the issues; inform complainant that the Program Manager will get back to them within 48 hours • Email to Program Manager a summary of the complaint and a request for action, with relevant contact information; copy this to the complainant
Program Manager	<ul style="list-style-type: none"> • Investigate and attempt to resolve the complaint directly with the complainant within the overall parameters of the program: this will likely involve reference to the Funding Agreement and/or the Program Guide • Propose a resolution and discuss it with the complainant 	Within 48 hours of receiving the complaint summary	<ul style="list-style-type: none"> • Resolve complaint and make any adjustments needed to program documentation • Note the complaint and the outcome in monthly report <p>OR, if complaint cannot be resolved:</p> <ul style="list-style-type: none"> • Summarize the concern to the complainant • Ask the complainant to submit the complaint to her in writing • Tell complainant the Steering Committee will review and decide, remind that Steering Committee decisions are final • On receipt of the written complaint, include it in the next Steering Committee meeting package with a briefing note
Steering Committee	<ul style="list-style-type: none"> • Review and adjudicate the complaint within the overall parameters of the program • Make a final decision or seek further clarification from government senior managers 	At a special, or next scheduled, Steering Committee meeting	<ul style="list-style-type: none"> • Minutes describe outcome of the process and Steering Committee decision
Program Manager	<ul style="list-style-type: none"> • Communicate the Steering Committee's decision to the complainant in person and copy electronically in writing 	Within 24 hours of the Steering Committee meeting	<ul style="list-style-type: none"> • Keep the complainant informed in writing of progress of the matter: either it is closed by Steering Committee decision or government representatives are seeking further clarification before decision • Include this matter in monthly report

Staffing and Resources

In order meet the outcomes and standards identified for the program, the BCFPA has assembled a dynamic team of capable people to provide professional services in the areas of food safety certification, program and financial management, education and communications. These individuals' qualifications are summarized in, and resumes appended to, Appendix C. The roles will be filled as follows:

Staffing complement for Post Farm Food Safety Program

Role	Title	Person / Backup	Meets mandated qualification criteria?
Overall program deliverables accountability	Program Manager	Christine Koch / S22	Yes
Monthly reporting and annual program evaluation and issues management			
Communications and stakeholder engagement strategy	Communications Officer	S22	Yes
Food safety education strategy	Education Officer	Suzanne Thomson	Yes
Management of food safety experts	Food Safety Assessor Team Leader		
Food safety experts	Food Safety Assessors	S22	Yes
Management of application, eligibility determination, verification, disbursement of funds and complaint redress	Financial Manager	Christine Bricknell / S22	Yes
Financial management and monthly financial reporting			

All personnel understand and are agreeable to the roles, scope of work, compensation and timeframe for the program.

To ensure the continuity of service and to bridge vacations, illness or unavoidable absences by key personnel, the following arrangements have been made:

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Page 13 redacted for the following reason:

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Appendix C is attached, and further information about Food Safety Assessors can be found in Section 5. The BCFPA's experience with programs similar to this one is also summarized in Appendix C.

2. Priority Sectors Identification

The BCFPA understands that post-farm agri-businesses for this program include processors, transporters, warehouses, distributors, packagers, importers and exporters that handle food for human consumption, as well as processing facilities on farms that are not covered by the On-Farm Food Safety Program (OFFSAP), and similar First Nations businesses with a Health Canada site licence.

Our proposal team reviewed this group of businesses with two goals in mind:

1. Reducing public health risk
2. Increasing opportunities for business growth.

BCFPA has identified a number of factors it believes will act as a guide to identifying businesses which will benefit most from the program.

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3. Communications and Stakeholder Engagement Strategy

Our Communications Officer, working with the Education Officer, will provide program promotion, advertising and communications services.

Communications Activities and Marketing Methods

The BCFPA believes this program will be of great interest in the processing, warehousing, distribution and transport business groups and that the best way to reach potential participants will be through industry channels. In addition, as participants complete the program, testimonials can augment promotional efforts.

The first step is to identify the program target group by building contact lists:

- The starting point will be the Education Officer's database, compiled through extensive work within the industry
- Existing contact lists will be augmented through a variety of means including industry associations (both food safety associations, processor associations and others such as distributors), chambers of commerce, LinkedIn and other sources
- There will be discussion in the Program Team about the priority sectors outlined above and how to identify program candidates in rapidly growing SME companies and those potentially interested in full HACCP certification

Subject to discussion with the Ministry of Agriculture on how to identify and host the program:

- Promotional materials will be developed in print and online formats and for social media, describing the program intent, benefits and how it will operate (self-assessment form, program guide, application form, brochure)
- A web portal will be developed on the BCFPA website (designed for and tested with members of the post-farm agri-food business target group). It will have capabilities including webinar hosting and social media integration and will be mobile ready. It will be hosted and curated by Shervin Communications. If resources permit it will also have features such as blogging, live chat, RSS feeds and more. It will include pages for:
 - PFFS Program description
 - Program self-assessment form, application process, criteria and forms
 - List of educational offerings related to food safety plans, GMPs, SOPs, HACCP compliance and certification which web users can access directly or apply for under the program
 - Stories about participants' experience with the PFFS Program

Outreach and marketing efforts will begin immediately on award of contract to attract interest and uptake in the program. It can be promoted through:

- Numerous built-in opportunities through the BC Food Processors Association, including but not limited to:
 - BCFPA's annual showcase event, Food Pro West, which will take place in Burnaby June 11-12
 - The Safe Quality Food, Sanitation Training, and other courses that are currently offered
 - BCFPA's Food Safety Peer Group, which meets monthly
- Ministry of Agriculture announcements through its networks
- Broadcast email and notices to the mailing lists identified above, in newsletters for farm and food organizations, participants from the Food Safety Systems Implementation (FSSI) program, food safety organizations and agencies, and food safety professionals, featuring program promotional materials
- Selective use of public service announcements in news media to create awareness, with the potential of appearing on Punjabi or Chinese radio stations
- Asking for time on programs, and a display table, at farm, food, and food safety seminars and conferences, and regional meetings (such as Northern Development Initiative Trust, for example) to describe and promote the PFFS Program and provide information
- Ensuring that program staff use Facebook and Twitter as appropriate to promote the program: it can be effective to have people tweeting from food safety events to generate interest, for example
- As companies experience the program, and with their permission, doing short stories and/or videos with them describing their experience, posting them online and offering those as stories for newsletters and blogs

Some activities can be targeted specifically to our priority sectors:

- SME:
 - The BCFPA's Our Path to Commercialization program for food business entrepreneurs, whose participants are ideal candidates for this program
 - Companies registered on BuyBCFood through the BCFPA
 - Other entrepreneurship channels, emerging sectors contacts
- On-farm food businesses: in discussion with the Ministry of Agriculture On-Farm Food Safety Program personnel and agriculture associations, identify on-farm processing not covered by OFFSAP

- First Nations food businesses: in discussion with First Nations organizations and through the [First Nations Agriculture Business Development program](#), identify agri-food businesses candidates for food safety upgrades

Relationships with Key Stakeholders

Building and sustaining these relationships is critically important. The engagement strategy should support enhancement of a culture of food safety in BC among post-farm agri-food businesses, agri-food industry organizations, food safety and public health organizations, and government agencies. The Food Safety Symposium held in November 2011 is an event that should be repeated periodically as an effective way to bring the parties together in a common discussion of food safety trends and issues. Building relationships that support food safety is important for growing our agri-food sector but also to facilitate coordinated action in the event of unforeseen events or emergencies. One public health incident or recall in the industry has significant repercussions for all parties. It is imperative to know who is responsible for what aspect of food safety and where to find appropriate information. The BCFPA is fully committed to a food safety culture in its organization and this program, and will continue to provide full support to multi-party engagement with food safety discussions and strategies for BC.

The BCFPA Program Team will:

- Encourage PFFS program participants and graduates to remain involved in the BCFPA's Food Safety Peer Group and take advantage of our [Mentorship Program](#)
- Work with other organizations that offer certified training courses the PFFS Program participants will need, to ensure the most appropriate offerings are accessible through our website
- Ensure that cross-linked information from other organizations is included on the BCFPA website and request that service to be reciprocal wherever possible
- Ensure the program remains current, and share information about events and developments within various organizations associated with food safety, public health and HACCP certification, as well as relevant government departments
- Continue to participate in and support the Food Safety Stakeholders Group and assist with any events it decides to host, such as food safety symposia

Province-wide Reach

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4. Food Safety Education Strategy

The Education Officer will direct the education strategy and will be responsible for food safety technical content in all program materials. This individual's extensive background and experience in food safety education will enable development of the content needed to promote and support the PFFS Program effectively.

Food Safety Education Component

The BCFPA will facilitate access to the food safety education component of the PFFS Program by:

- Developing promotional materials - including an online self-assessment form, easily accessible and able to provide immediate food safety feedback and awareness; program guide; brochure; and application form for use by program candidates
- Hosting information sessions with a PowerPoint presentation about the program, targeting them to priority (e.g. agri-food business entrepreneur) audiences and each of the eight regions. Where possible, meetings will be in person; the rest of the province will be served by sessions hosted online
- Hosting web pages on the BCFPA website with all required program information
- Digitally recording one of the information sessions and posting it on the website
- Providing articles to be placed in industry and stakeholder newsletters
- Attending industry events, as a speaker and participant, to promote the program

Targeting Priority Sectors

The BCFPA will select venues for approaches to individuals and companies in the priority sectors indicated in the proposal through its member networks, industry peer groups, food safety organizations, statistical and anecdotal data review, and interviews with federal and provincial regulatory agencies.

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Best Available Professional Information and Best Practices

Resources and referrals to industry courses and training will be based on the FPHRC National Occupational Standards, other materials developed for industry by industry, materials created by international organizations such as the Global Food Safety Institute, and Canadian or BC organizations whose courses meet the FPHRC standards.

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The Education Officer will identify key liaison personnel – from the CFIA and BC Centre for Disease Control for instance - to help ensure best practices are kept current.

Food Safety Experts

The Education Officer/Food Safety Assessor Team Leader will ensure that only qualified and acknowledged food safety experts are working in for the PFFS Program. These experts will review food safety self-assessments, perform food safety assessments, approve food safety work plans for funding applications, and will ensure that program participants develop and maintain documents and practices to the highest level of proficiency.

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Food Safety Resources Based on Current Best Practices

Although promotional materials and other resources will be created for the program, the BCFPA will also leverage other organizations to secure resources. There are a number of current videos, webinars, and posters available at no or little cost from creditable industry stakeholders that will be posted on the PFFS Program website.

The BCFPA has an ongoing partnership with BCIT and relationships with other post-secondary educational institutions in BC and Canada from which useful materials can be derived, such as to BCIT's Business Operations Management Group or its [Food Safety Associate Certificate Program](#); or the [Guelph Food Technology Centre](#)'s courses and training.

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Direct Businesses into the PFFS Program

In addition to the efforts outlined in Section 3, program participants will be directed to the food safety assessment process and introductory program materials by referrals from the Education Officer or other members of the Program Team.

5. Food Safety Assessments***Service Delivery Model***

Food Safety Assessors will be oriented to the overall goals and deliverables of the PFFS Program and will understand Program Team members' responsibilities. They may direct enquiries or possible audiences to the Education Officer or the website and may receive expressions of interest from the Education Officer or directly. They will be invited to make suggestions for priority sector audiences and program candidates.

The Education and Communications Officers will be coordinating the promotional strategy for the program and encouraging anyone interested in the program to fill in a **food safety self-assessment form** (attached as Appendix 1). As well as establishing interest in the program, this form alerts companies to food safety requirements, gives the Food Safety Assessor group insight to the company's status in relation to the HACCP certification process, and triggers the assignment of a Food Safety Assessor to the company by the Food Safety Assessor Team Leader. The Assessor will contact the program candidate within a week of receiving the self-assessment form.

The Food Safety Assessor will work with program participants to help identify and support each company towards the food safety system and certification it needs. Regardless of the group into which the company falls – closer to or further away from HACCP certification – the next step, a **food safety assessment**, will consist of a day-long on-site visit from which the Food Safety Assessor will complete a **gap analysis report**, noting food safety deficiencies that the company will need to address. This report will be delivered to the company within a week of the site visit. The report will identify food safety hazards, gaps in the company's food safety system and related levels of impact, recommended improvements, and desired outcomes from implementation of the improvements.

Company personnel will then need to create or update their food safety plan to incorporate measures to address the noted deficiencies. The Food Safety Assessor will be available as a resource, but company personnel will be responsible for **food safety plan** preparation. Once this is completed, if the company wishes to apply for program support, their new or updated food safety plan will be reviewed with the assigned Food Safety Assessor. From that discussion, the company representatives and the Assessor will develop a **food safety workplan** and, from it, agree on which eligible program items are most appropriate for the company to access. Identification of eligible program items will require careful planning and discussion between the company and the Assessor. The Assessor will advise and the company will decide on which eligible activities are most appropriate, affordable in light of the cost-share category, and feasible in light of deadlines for completion. For instance, a facility modification

might be a high priority but the company might be applying too late in the life of the program and thus not be able to complete the work in time to claim reimbursement.

Once optimal program activities are selected, the company representatives will prepare their **application form**.² The Food Safety Assessor will review and sign off on the application form (which is discussed in more detail in the next section). The company will submit, with the application form, the food safety assessment and its food safety work plan, both signed off by their Food Safety Assessor.

Once an application has been accepted and a **Funding Agreement** signed between the BCFPA and the program participant, the Food Safety Assessor will continue to work with the company until its objectives are achieved.

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it is the responsibility of the program participants to complete all their eligible food safety projects on time, the Food Safety Assessors will monitor their progress and offer encouragement, reminders and advice as appropriate. The Food Safety Assessor Team Leader will ensure that Food Safety Assessors and program participants enjoy productive relationships, emphasizing continuity where possible.

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Identification and Management of Food Safety Experts

The BCFPA's Food Safety Assessors have been screened according to the following criteria:

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² The Food Safety Assessor will remind the company representatives that the food safety workplan must be current (developed and signed off less than six months prior) to be accepted as support for a PFFS Program application.

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The complement of Food Safety Assessors (profiled in Appendix C) that has been selected to provide the assessments proposed in the program features strengths and diversities that will significantly enhance service delivery:

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6. Funding Application Process

The Financial Manager will be responsible for the funding application process.

Funding Application Form

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S21 Appendix 2 is offered as a template. The online version of this form will be fillable and possible to submit online, or downloadable for the applicant to complete and submit by email, mail or fax.

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Application Materials

The print and online program materials will have clear easy steps to follow, similar to the four steps shown on the OFFSAP website. It will be clearly explained to PFFS Program applicants that, in order to access program support, they will need to fill in the application form and attach a food safety assessment and a food safety work plan, both signed off by their Food Safety Assessor. The next steps identified in the workplan should include the eligible items requested through the program application.

Equitable Access

Program materials will be available online and by mail, email or fax. The BCFPA will provide telephone numbers for those who might prefer to order information via phone. All materials will be available in online, electronic and hard-copy print formats, though where possible the BCFPA will encourage people to use the service online. The Food Safety Assessors can address some linguistic barriers directly. Others will be referred to the Team Leader.

Continuous Intake and Approval of Applications

This will be facilitated by the website, which will be available 24-7 and will be configured so that applications are promptly delivered to

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Prioritizing Applications

Incoming applications will be logged in chronological order and a ranking tool will be used to assign a numeric score based on the priorities defined in Section 2. A **weighted ranking of priority sectors form** is attached as Appendix 3.

The program guide will state “priority will be given to applications from companies seeking to comply with requirements under the Safe Food for Canadians Act, especially those seeking full HACCP, and emerging small- and medium-size enterprises, especially those that are culturally diverse and/or working with high-risk food products.” On receipt of the application form, the Financial Manager will assign a priority score using the weighted ranking scale. The intent of the scale is to identify those program candidates that could pose the greatest problem if there is an un-addressed safety risk and/or who show the greatest potential for successful business growth. The BCFPA desires to manage the program in such a manner that higher priority applications have a greater chance of being served than lower priority applications.

S21

Clear Direction to Applicants

The application package will be available on the website and in hard copy (offered at events or sent to applicants in the mail). It will include the application form, a brochure describing the program benefits and a PFFS Program guide. All should be as concise as possible and in plain language with simple graphics. The program guide will outline the program’s intent, goals, and basic operation; how the applicant can apply, access funding, and file a claim for reimbursement; the program’s expectations of the applicant and the applicant’s expectations of the program as well as rights to confidentiality and access to dispute resolution if required. Key elements of the Funding Agreement will be clearly detailed and appendices will be attached, including a schedule of eligible program items, key terms, and a list of HACCP and other standards certification information.

Confidentiality

As well as outlining in key program documents the conditions under which information provided by the participant may be disclosed by the organization running the program, it will be important to assure applicants that the use of their personal and program information will be limited, and that program staff who work with them will be obliged to keep the conversations and documents pertaining to their file confidential. This will be reinforced by a confidentiality clause in each Program Team member’s contract.

Review and Appeals Process

Program participants who experience issues within the program and who have not been able to have their issue resolved by their Food Safety Assessor may, within a set period of time, submit a written complaint to the Program Manager for a review. The Program Manager, also within a set period of time, will review the matter, make reasonable efforts to resolve it within the program parameters, and will report his or her decision to the participant. If resolution is not achieved or the Program Manager’s response is deemed unsatisfactory,

S21

S21

S21 More detail on this process is provided in Section 1.

Geographic, Linguistic and Cultural Barriers

These will be addressed in part through assignment of Food Safety Assessor. The Food Safety Assessor Team Leader will seek the most appropriate match of Food Safety Assessor to the geographic, linguistic and cultural needs of each program participant. The overall approach of the Program Team will be solution oriented, so where required, additional resources will be offered to assist participants to overcome these barriers (an example is the Guide to Workplace Diversity mentioned in Section 4).

7. Funding Application Procedures

The funding application screening and intake procedure will be conducted by the Financial Manager.

Ensure food safety assessments have been signed off by Food Safety Assessors

The application form requires the applicant to include a copy of the gap analysis report for their business signed by their assigned Food Safety Assessor and a copy of the food safety workplan that the business representative and the Food Safety Assessor have agreed to, also signed by the Food Safety Assessor.

Confirm the eligibility of the applicant and the proposed activities and costs

On the application form, the applicant is required to provide company identification, information about the nature and key areas of the business, its food safety systems status and its interest in specific food safety upgrade items that are eligible for program funding. The following documents are required to support the application:

- Proof of business registration
- Provincial operating license (if applicable)
- Cover letter signed by upper management indicating:
 - Management's commitment to food safety and improving company food safety systems
 - Commitment to providing adequate time and resources to improve food safety systems
 - Commitment to the required reporting, record keeping and auditing required for obtaining program funding
- Letter from the company's financial institution indicating financial stability
- The company's food safety gap analysis report, signed by its Food Safety Assessor (completed within the last six months)
- The company's food safety workplan, signed by its Food Safety Assessor

Consider each request in relation to identified priority sectors and available program funds, and rank applications

S21

Page 26 redacted for the following reason:

s21

Review applications for completeness

The Financial Manager will check the information on and attached to the application form and will contact the applicant to resolve anything that is unclear and request anything that is missing. The Food Safety Assessor assigned to the applicant will be available for advice if required.

Report results to applicants

Provided that all information is satisfactory, the Financial Manager will allocate a priority score to the application using the **weighted ranking of priority sectors form**. This will set the priority order for funding of the application.

S21

S21

8. Funding Agreement

S21

S21

Accordingly the team relied on the BCFPA's previous experience, as well as some elements from the FSSI program's guidelines and application form, to suggest a Funding Agreement that will meet the terms of reference for the PFSS Program. It is attached as Appendix 4.

9. Program Monitoring

The Program Manager will be responsible for overall monitoring of the PFFS Program, with input from the Financial Manager. The Program Manager will track overall progress of the program in relation to its stated goals, deliverables, budget and timelines. Reports will be compiled monthly, rolled up for Steering Committee meetings and discussed there to allow fine tuning of the program as it proceeds. Food Safety Assessors will monitor the Funding Agreements for their participants and will report issues immediately, and progress monthly, to the Program Manager.

Participant progress tracking forms will be maintained and updated by the Food Safety Assessors. The raw data for this and other tracking forms will be logged by the Food Safety Assessors into an online database. The Financial Manager will set up the files and configure reports. All Program Team personnel will be able to securely access the database online, contribute information to program participant and other files, download and print reports. Orientation sessions will be conducted to ensure personnel are familiar with the database operation and features.

Validation of priority sectors

S21

Confirming that food safety assessments are being carried out and food safety plans developed or updated

S21

Confirming that funded activities are completed in accordance with PFFS program criteria

The Financial Manager will verify with program participants that the activities for which they have applied are eligible for the program. The Financial Manager will note completion dates and will liaise with the Food Safety Assessor who will keep in touch with the program participant to check status of the program activities against the workplan commitments made in their Funding Agreements.

S21

Verification that claimed costs are eligible, valid and reasonable

Program participants and Program Team members are required to provide receipts and records as appropriate to substantiate all claimed costs. S21

S21

Confirming that results are accurately reported by participants

Food Safety Assessors will be responsible for confirming that program eligible activities have been completed. S21

S21

Confirm intended outcomes of food safety improvements are being met

Food Safety Assessors will monitor program participants' progress and will encourage and guide participants towards the greatest benefit from their participation in the program. They will also ensure that they follow up in the last six months of the program to ensure participant's projects will reach completion and will remind participants that incomplete projects will forfeit reimbursement.

Minimize monitoring costs

The main purpose of the second and third site visits by the Food Safety Assessors is project monitoring. As with the assessment visits, every effort will be made to deploy Assessors and arrange travel to minimize the number of trips and the cost while maximizing effective participant engagement. S21

S21

Identification of high-risk agreements

The self-assessment form and food safety assessment visit should provide the Program Team with a strong sense of which participants may be at risk for default. S21

S21

S21 The Food Safety Assessors should take special care to ensure that participants are fully aware of their commitments under their Funding Agreements and the program terms and conditions if they run out of time or for other reasons fail to complete their projects.

S21

S21

10. Monthly Activity Reports

A schedule of reports will facilitate monitoring and tracking of each component of the program towards goals and deliverables.

S21

Pages 31 through 32 redacted for the following reasons:

S21

S21

Qualified Financial Expert

The BCFPA has a contracted Certified Management Accountant to prepare the interim monthly financial statements which are reviewed by the Finance Committee around the 15th of the following month. The Finance Committee is made up of the Treasurer of the Board (also a Certified Management Accountant), the CEO and two Directors, one of whom is a Chartered Accountant from a prominent accounting firm.

Audits

The BCFPA has an external auditor come in and review the financial statements on an annual basis. The audit usually occurs around the beginning of April every year (it has just been completed for the December 31, 2013 fiscal year).

12. Program Evaluation

The program evaluation will be led by the Program Manager.

S21

Two evaluation reports will be submitted to accompany annual reports, the first by 31 March 2015 and the second and final report and evaluation by 31 March 2016. The purpose of evaluation is to provide perspective on the extent to which the program is achieving its objectives and outcomes, informed by the participants and sector it serves and its own personnel. The first year evaluation report should be a key item for discussion at the subsequent Program Team and Steering Committee meetings in order to adapt the program structure and approach as may be appropriate.

Participants in the program will be surveyed twice, before each year end, for their views on the program promotion, educational opportunities, service provided by the Food Safety Assessors, and service related to funding for eligible program activities. As well as opinions about the effectiveness and efficiency of the services, respondents will be asked for recommendations for improvement. A survey questionnaire will be posted online and sent to participants by mail and may be filled in anonymously. The Food Safety Assessor Team Leader and Program Manager will review and compile the responses.

A similar survey questionnaire will be filled in by all members of the Program Team and Steering Committee. A proposed outline for the program evaluation report is attached as Appendix 8.

13. Workplan

A workplan showing the relationship of key program components in time is attached as Appendix 9.

14. Budget

Appendix D is attached as an overview of the BCFPA's proposed budget. Also attached is a package of worksheets providing details and rationale behind the numbers.

Post-Farm Food Safety Program
Processor's Food Safety Management System Self-Assessment Form

Company Name and Company Coordinates: _____
Date of Application: _____
Name and Job Title of Company Representative Performing This Assessment: _____

SECTION 1	Y	N
Are you currently working toward certification of a food safety management system?		
Are you willing to commit to begin the process of achieving a certification or the process of becoming system compliant, without certification?		
Do you have a qualified food safety management team leader or specialist?		
Do you have a Standard Operating Procedure for Premises ?		
Do you have a Standard Operating Procedure for Transportation, Purchasing/Receiving/Shipping and Storage ?		
Do you have a Standard Operating Procedure for Equipment ?		
Do you have a Standard Operating Procedure for Personnel ?		
Do you have a Standard Operating Procedure for Sanitation and Pest Control ?		
Do you have a Standard Operating Procedure for Recall (including traceability procedures)?		
Do you have a Standard Operating Procedure for Operational Prerequisite Programs (including Allergens Management and Safety and Security)?		
Companies that do not have all 7 Standard Operating Procedures will be assigned a Food Safety Advisor to work with to set these procedures up. Companies that have all 7 Standard Operating Procedures completed but that have not completed items in Section 2 will finalize this form and then be scheduled to receive a visit from the Food Safety Advisor to determine next steps to take.		
SECTION 2	Y	N
Do you have Senior Management commitment in the form of a policy statement and letter of commitment to becoming certified or compliant to a food safety management system?		
Does the policy and letter commit to ensuring compliance with all regulatory and CFIA program requirements ?		
Does the policy and letter commit to ensure food safety is fully embedded in every level of the business ?		
Does the policy and letter agree to provide the financial resources to ensure that the construction of the premises, its internal fittings, and the installation of the equipment, the maintenance of the premises and equipment, as well as the supplies required to perform the above?		
Does the policy and letter designate personnel that have defined responsibilities and the authority to initiate, implement and record corrective actions, enforce compliance of the food safety procedures identified in the establishment's system for any person entering or working within the facility, validation of control measures, and through the use of HACCP team meetings?		

Does the policy and letter plan for communicating to employees the importance of meeting the requirements of the establishment's and the importance of reporting problems to the identified person(s)?		
Does the policy and letter commit to ensuring that all information and documentation is accessible to the CFIA staff during recognition processes and subsequent verification activities?		
Does the policy and letter agree to provide the necessary resources and the time required for the development, implementation and effective maintenance of the system and for the training of appropriate staff in their area(s) of responsibility?		
Do you have the following established in your facility: A HACCP Team (may only be 2 to 3 people)?		
Do you have the following established in your facility: A description of each product and a clear description of its intended use?		
Do you have the following established in your facility: A list and standards set for all product ingredients and incoming materials?		
Do you have the following established in your facility: A complete, accurate, up-to-date process flow diagram?		
Do you have the following established in your facility: A complete, accurate, up-to-date plant schematic?		
Do you have the following established in your facility: A full Hazard Analysis, reviewed within the past three months?		
Do you have the following established in your facility: A full Risk Assessment, reviewed within the past three months?		
Do you have the following established in your facility: Critical control point(s) (CCP) and other control measures?		
Do you have the following established in your facility: Critical limits for CCPs?		
Do you have the following established in your facility: Monitoring procedures for CCPs?		
Do you have the following established in your facility: Deviation procedures for CCPs?		
Do you have the following established in your facility: Verification procedures for CCPs?		
Do you have the following established in your facility: Record keeping for CCPs?		
Do you have the following established in your facility: A controlled document system?		
Do you have the following established in your facility: An internal auditing program?		
Companies that do not have all of the above established will be assigned a Food Safety Advisor to work with to set these procedures up. Companies that have all of the above established will finalize this form and then be assigned a Food Safety Advisor to perform a gap analysis that the processor can utilize to complete their certification.		

Food Safety Advisor Assigned: _____ Date Assigned: _____ Assigned By: _____ First Follow Up By: _____
--

Instructions for submitting this application

1. Determine whether you are eligible

You may apply for funding under this program if you meet the following criteria:

Your business is based and operating in BC and is provincially or federally registered

Your business is involved in any of the following activities:

- Post-farm agri-business (e.g. processor, transporter, warehouse, distributor, packager, importer, exporter) handling food for human consumption
- Processing facility (beyond washing, grading and packaging) located on a farm premise and not covered by a certified on-farm food safety program
- A First Nations post-farm agri-business with a Health Canada site licence

Non First Nations post-farm agri-businesses and processing facilities will be required to be federally registered or provincially licensed and have an active GST number.

NOTE: the following are NOT eligible under this program: aquaculture and seafood processing/handling operations; health and/or nutrition supplement processing/handling operations; pet food and/or operations producing food not intended for human consumption; retail operations; restaurants or other foodservice operations; unlicensed, unregistered, and/or uninspected facilities; and any other business deemed ineligible by the Ministry.

2. Determine whether your planned activities are eligible

Your application should have been prepared in discussion with your assigned Food Safety Assessor and be based on your approved Food Safety Workplan. Examples of eligible food safety activities include technical advisory services for implementing a food safety system; facility modifications; lab analysis; transportation, shipping, receiving and storage; equipment; staff training; sanitation and pest control; operational pre-requisite programs – record keeping; and first certification audit.

NOTE: examples of ineligible activities include (but are not limited to): recertification, verification or surveillance audits of a current HACCP program; activities that are peripheral or not directly connected to food safety; traceability and recall.

3. Complete all parts of the application form

4. Include these supporting documents

Proof of your Business Registration

Copy of your Provincial Operating license (if required)

Cover letter signed by upper management indicating:

- Management's commitment to food safety and improving your food safety systems
- Commitment to providing adequate time and resources to improve your food safety systems
- Commitment to the required reporting, record keeping and auditing required for obtaining program funding

A Letter From Your Financial Institution indicating financial stability

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BCFPA Response to ON-002489 * Appendix 2
Post-Farm Safety Program Application Form

Project Number (office use only)	Program Year	July 1, 2014 - March 31, 2015
	Project Completion	December 31, 2015
	Reporting Deadlines	31-Jan-15

PROTECTED ONCE COMPLETED (Please use ink and print)

PART A. Applicant Information

(Use full legal name of GST Registrant)

Full Legal Business Name		Name	
Mailing Address		Business Address (if different from Mailing)	
City/Town/Village	Postal Code	City/Town/Village	Postal Code
Telephone Number	Fax Number	Other Number (e.g. Cell)	
NAICS Code (see Application Guide)	GST Number	Email Address	

Funding to be made payable to _____
(if different from GST registrant name, please provide documentation explaining why)

Part B. Company Background Information

1. Gross Food related sales for the past two completed fiscal years (please provide financials)?

Year 1 (2012) _____

Year 2 (2013) _____

2. Languages spoken by employees

- ☐ English
- ☐ Punjabi
- ☐ Hindi
- ☐ Mandarin
- ☐ Cantonese
- ☐ French
- ☐ Spanish
- ☐ First Nations

3. Type of Industry

- ☐ Food Warehousing
- ☐ Food Distribution
- ☐ Food Transportation
- ☐ Food Packagers
- ☐ Food Importer
- ☐ Food Exporter
- ☐ Food processor in the Dairy, Meat or Ready to Eat industry
- ☐ Food processor in the Fruit and Vegetable industry
- ☐ Food processor in the Bakery or Beverage industry
- ☐ On-Farm agri-tourism industry

BCFPA Response to ON-002489 * Appendix 2
Post-Farm Safety Program Application Form

4. How many full time employees or equivalents does your plant have? <input type="checkbox"/> 1-10 <input type="checkbox"/> 1-50 <input type="checkbox"/> 1-100 <input type="checkbox"/> 1-500 <input type="checkbox"/> more than 500					
5. How many <u>production lines</u> are in operation at your plant?		6. How many different products are made in your plant?			
7. If you aim to get HACCP certification, how many HACCP plans do you expect to implement?					
8. What commodities does your plant process? Check all that are applicable. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Meat and Poultry Slaughtering and Boning <input type="checkbox"/> Meat and Poultry Further Processing <input type="checkbox"/> Dairy Food Processing <input type="checkbox"/> Bakery Operations/Cereal Food Processing <input type="checkbox"/> Egg Processing <input type="checkbox"/> Beverage Processing <input type="checkbox"/> Fruit and Vegetable Processing </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Snacks Foods <input type="checkbox"/> Confectionery <input type="checkbox"/> Manufacturing Food <input type="checkbox"/> Ingredient Manufacturing <input type="checkbox"/> Oil Seed Processing <input type="checkbox"/> Preserved Food and <input type="checkbox"/> Sauces </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Other (Please specify) </td> </tr> </table>			<input type="checkbox"/> Meat and Poultry Slaughtering and Boning <input type="checkbox"/> Meat and Poultry Further Processing <input type="checkbox"/> Dairy Food Processing <input type="checkbox"/> Bakery Operations/Cereal Food Processing <input type="checkbox"/> Egg Processing <input type="checkbox"/> Beverage Processing <input type="checkbox"/> Fruit and Vegetable Processing	<input type="checkbox"/> Snacks Foods <input type="checkbox"/> Confectionery <input type="checkbox"/> Manufacturing Food <input type="checkbox"/> Ingredient Manufacturing <input type="checkbox"/> Oil Seed Processing <input type="checkbox"/> Preserved Food and <input type="checkbox"/> Sauces	<input type="checkbox"/> Other (Please specify)
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9. What are your reasons for implementing GMPs, HACCP, or ISO 22000? Check all that are applicable. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Customers request <input type="checkbox"/> To maintain market share <input type="checkbox"/> To expand market </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Food safety/risk management <input type="checkbox"/> Cost savings <input type="checkbox"/> Management/head office directive </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Other (Please specify) </td> </tr> </table>			<input type="checkbox"/> Customers request <input type="checkbox"/> To maintain market share <input type="checkbox"/> To expand market	<input type="checkbox"/> Food safety/risk management <input type="checkbox"/> Cost savings <input type="checkbox"/> Management/head office directive	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Customers request <input type="checkbox"/> To maintain market share <input type="checkbox"/> To expand market	<input type="checkbox"/> Food safety/risk management <input type="checkbox"/> Cost savings <input type="checkbox"/> Management/head office directive	<input type="checkbox"/> Other (Please specify)			
10. If you have not yet implemented GMPs, HACCP, or ISO 22000, why not? Check all that are applicable. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> High cost <input type="checkbox"/> Lack of support <input type="checkbox"/> Lack of time </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Lack of knowledge/in-house expertise <input type="checkbox"/> No recognition available </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Other (Please specify) </td> </tr> </table>			<input type="checkbox"/> High cost <input type="checkbox"/> Lack of support <input type="checkbox"/> Lack of time	<input type="checkbox"/> Lack of knowledge/in-house expertise <input type="checkbox"/> No recognition available	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> High cost <input type="checkbox"/> Lack of support <input type="checkbox"/> Lack of time	<input type="checkbox"/> Lack of knowledge/in-house expertise <input type="checkbox"/> No recognition available	<input type="checkbox"/> Other (Please specify)			
11. Your plant has: <input type="checkbox"/> a single employee responsible for quality control (QC)/quality assurance (QA) <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> a team responsible for quality control (QC)/quality assurance (QA) <input type="checkbox"/> Neither		<input type="checkbox"/> Other (Please specify)			
12. Your plant has: <input type="checkbox"/> a HACCP coordinator <input type="checkbox"/> a HACCP team (including a HACCP coordinator) <input type="checkbox"/> neither					
13. Profile and history of your business – Describe your plant by answering the following. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Where do you sell your products?</p> <input type="checkbox"/> Food Service (restaurants, institutions, etc.) <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Direct to customer <input type="checkbox"/> Other _____ </div> <div style="width: 50%;"> <p>How long has your company been in business? ___ 0 – 5 years ___ 5 – 10 years ___ over 10 years</p> <p>How long do you plan to continue in business? ___ 0 – 5 years ___ 5 – 10 years ___ over 10 years</p> <p>Do you plan to expand your market? ___ No ___ Yes (please specify) _____</p> </div> </div> <p>Do you export? ___ Internationally (outside Canada) ___ Inter-provincially (outside B.C.)</p>					
14. FINANCIAL INFORMATION (REQUIRED) a) How long have you been in business at this location? _____ b) Do you currently have any collection claims or judgments against you? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain _____ c) What is your intended source of funds to implement the FSI GMPs and/or HACCP in your plant? <input type="checkbox"/> Private Investment <input type="checkbox"/> Line of Credit <input type="checkbox"/> Bank Loan <input type="checkbox"/> Existing Funds <input type="checkbox"/> Other _____					

Part C - Project Information

Project description - Questions 1 - 5 relate to how you plan to implement your food safety program.

1. Who will develop the written programs? Check all that are applicable

- ☐ QA/QC Manager
- ☐ HACCP Coordinator
- ☐ Plant Manager
- ☐ Owner/operator
- ☐ Team of plant staff
- ☐ Consultant working with a plant staff
- ☐ Other, please specify _____

2. How will your staff be trained on the food safety requirements of your program?

Check all that are applicable

- ☐ Training provided by consultant, tailored to facility
- ☐ External training institution - please provide name of institution _____
- ☐ Training performed by internal staff
- ☐ Self-training
- ☐ Other, please specify _____

3. After successful completion of your activities, who will maintain the program in the future?

Check all that are applicable

- ☐ Hire a consultant to review and revise the program
- ☐ Internal staff
- ☐ A combination of internal staff and consultant
- ☐ Other, please specify _____

4. After successful completion of your activities, what on-going methods will be used to monitor the program

Check all that are applicable

- ☐ End Product Testing
- ☐ Hire a consultant to verify the program/Third party audit
- ☐ Obtain Certification by an external body
- ☐ Internal staff will monitor the program
- ☐ Other, please specify _____

5. How will this project contribute to your business's short and long term goals?

Check all that are applicable

- ☐ Increase market access
- ☐ Increase product shelf-life
- ☐ Decrease costs
- ☐ Decrease liability and insurance premiums
- ☐ Increase management and staff commitment to food safety
- ☐ Decrease waste
- ☐ Decrease employee turnover
- ☐ Meet buyer/customer demands
- ☐ Increase process controls
- ☐ Retain existing markets
- ☐ Improve employee morale
- ☐ Improve productivity
- ☐ Decrease re-work and returns
- ☐ Other, please specify _____


6. Please answer the following:

Are you currently receiving funding for this project? If yes, Indicate from where: _____	Yes / No
Are you <u>applying</u> for funding of these costs under any other government sponsored program? If yes, indicate which program: _____	Yes / No

BCFPA Response to ON-002489 * Appendix 2
Post-Farm Safety Program Application Form

Part D - Plan Details

Describe all implementation activities planned and proposed expenses in the following table.

Category	Eligible Activities	Eligible Item Cost (estimate of total cost)	Cost Share (Item Cost x Rate)
Staff Training (@90% reimbursement rate)		\$ -	\$ -
Facility Modifications must be required for HACCP certification (@90% cap \$20,000)		\$ -	\$ -
Lab Analysis (@90% reimbursement rate)		\$ -	\$ -
Transportation, shipping, receiving and storage (@90% reimbursement rate)		\$ -	\$ -
Equipment must be required for HACCP certification (@50% reimbursement rate)		\$ -	\$ -
Post-secondary formal training in Food Safety (@90% reimbursement rate)		\$ -	\$ -
Sanitation and pest control (Includes exterior and interior of food production areas, building, sanitary facilities) (@90% reimbursement rate)		\$ -	\$ -
Operational pre-requisite programs - Record Keeping (@90% cap - \$5,000 per year)		\$ -	\$ -
First certification Audit HACCP Certification required for reimbursement (@90% - \$5,000 per year max \$20,000 for program life and can be for up to 4 HACCP Plans)		\$ -	\$ -
TOTALS		\$ -	\$ -
TOTAL FUNDING REQUESTED FROM THE PROGRAM			
I/We understand that this program cannot provide funding for any projects that have been started and/or completed prior to approval by BCFPA.			INITIAL HERE 

All items included herein will be reviewed based on its inclusion as an eligible cost from the Program Guide (see the Program Guide page X for more details)

Please provide additional details of your Implementation Activities on a separate sheet to assist in determining eligibility of identified items above. A food safety assessment completed by an approved safety assessor must also accompany this application in order to be considered eligible for the program. It is important to have a clear understanding of your program and how you will achieve certification/acceptance in such a program which needs to be included in your application.

Part E - Declaration

PLEASE READ THE FOLLOWING DECLARATIONS. SIGNING THIS APPLICATION IS AN AGREEMENT THAT YOU WILL ABIDE BY THE PROGRAM TERMS & CONDITIONS (SEE PAGE X OF APPLICATION GUIDE)

I/We hereby declare that the information provided in this application is true and correct in every respect.

I/We have read and agree to the Terms and Conditions provided with this application.

I/We understand that the information collected will be used in furtherance of and in a manner consistent with an activity of the public body; that is the Post Farm Food Safety Implementation Program under the Growing Forward 2 Agreement.

I/We understand that the information collected provided on this document is collected by the British Columbia Food Processors Association under the authority of the Growing Forward 2 Agreement for the purpose of taking action to increase food safety preparedness.

I/We authorize employees of the Province of British Columbia or its agents to use data relating to my/our association to verify this application, and to inspect my/our records as they pertain to this program.

I/We understand that the Business Number (GST Number) is collected under the authority of the *Income Tax Act* for the purpose of reporting income.

I/We understand that this program cannot provide funds for any projects that have been started and/or completed prior to approval by BCFPA.

I/We authorize the Province of British Columbia to use the information contained within this application for other food safety programs administered by the Province of British Columbia and the Government of Canada.

I/We authorize and consent to the disclosure and use of the attached information for the purpose of general analysis on an aggregate basis as long as individual confidentiality is maintained.

I/We also understand that failure to comply with all the applicant requirements may delay processing of the application or render me/us ineligible for assistance under the program.

I/We agree that I/we will be responsible for ensuring the technical and structural adequacy and legal requirements of this project.

I/We will observe and abide by all applicable Federal, Provincial and Municipal laws and regulations.

If you have any questions above the collection, use and disclosure of this information, contact NAME IN THE MINISTRY OF AGRICULTURE

CORPORATIONS, COOPERATIVES and FIRST NATIONS	TRUSTEE	ESTATE APPLICATIONS
Applications must be signed by authorized signing officer(s) with accompanying certified signature resolution or corporate seal and/or copy of Band Council Resolution.	Power of Attorney or Court Order must be attached if signed on behalf of another person.	Executor(s) or Administrator(s) must sign the Application, and must clearly note near their Signature: "Executor for the Estate of J. Doe"; or "Administrator for the Estate of J. Doe".
PLEASE PRINT YOUR NAME	APPLICANT SIGNATURE(S)	DATE

BCFPA Response to ON-002489 * APPENDIX XX
Post-Farm Food Safety Program
Weighted ranking of priority sectors information

NOTES

To fill in, enter a 1 in column B for the most appropriate item in each category
Maximum score: 23 Median score: 12

Priority sectors	Score	Weighting	Total Score
Small to Medium Enterprises			
1-25 Employees		3	0
26-50 Employees		2	0
50+ Employees		1	0
Number of Certified Employees			
0		3	0
1		2	0
2		1	0
Sales Growth Percentage			
under 10%		1	0
11-15%		2	0
16-20%		3	0
21-30%		4	0
31-40%		5	0
Over 40%		6	0
Planned Food Safety Level			
Good Manufacturing Practices		1	0
Standard Operating Procedures		2	0
HACCP Compliant		3	0
HACCP Certification		4	0
Cultural Diversity			
English only		1	0
First Nations		3	0
2 languages spoken		2	0
3 languages spoken		3	0
4 or more languages spoken		4	0
Industry			
Warehousing		1	0
Distribution		1	0
Transportation		1	0
Packaging		1	0
Importer		1	0
Exporter		1	0
Grains and oilseeds		2	0
Sugar, confectionery		2	0
Dairy, meat and Ready to Eat		3	0
Fruit and vegetable		3	0
Bakery and beverage		3	0
Agri-tourism		3	0
Total Score			0

Funding Agreement Template

S13, S21

1. Parties

The program participant/approved applicant to the Post-Farm Food Safety Program (the Applicant)
And

The BC Food Processors Association (the Funder)

2. Term

From date of signing to 28 February 2016

3. Funds requested

Schedule of eligible program activities (maximum two) applied for, amount requested and amount the Applicant must pay, intended outcomes, and proof of completion required for each

4. Requirements

- a) That this agreement must be based on an approved application
- b) To work with a Food Safety Assessor
- c) To inform the Food Safety Assessor of any change in activities or schedule
- d) To have projects reviewed by the Food Safety Assessor or audited by a HACCP Certifier on completion
- e) To provide the required proof of completion and proof of payment when filing a claim for reimbursement
- f) To keep accounting records according to Generally Accepted Accounting Principles (GAAP)
- g) To complete all activities and file for reimbursement before 31 January 2016
- h) Projects and activities must be within the mandate of the Province
- i) Projects must be in accordance with applicable federal and provincial acts, regulations and environmental directives
- j) Funds must not duplicate, overlap or replace federal and provincial programs and delivery mechanisms
- k) Funds must not be used for activities beyond the scope of this program

5. Claims process

- a) On completion of each activity the Applicant may submit a claim
- b) Claims should be made as requested and described in section 3 above for each claim amount, reimbursement, and proof of completion required
- c) The Applicant shall list and add up receipts and attach proof of payment for all expenses and fill in the claim form

Funding Agreement Template

- d) The Financial Manager will notify the Applicant if the claim is complete or if items are missing or unclear
- e) From the time a claim is accepted for payment to receipt of reimbursement will be no more than 10 business days
- f) The Funder will log the payments made to the Applicant and will notify the Applicant of any concerns

6. Dispute resolution

- a) In case of a dispute arising over the claims process under the PFFS Program, the Applicant may submit a written complaint to the Program Manager for review
- b) The Program Manager, within a set period of time, will review the matter, make reasonable efforts to resolve it within the program parameters, and will report his or her decision to the Applicant
- c) If resolution is not achieved or the Program Manager's response is deemed unsatisfactory, the Applicant may raise the matter, in writing, to the Steering Committee, which will review the matter, make a final decision, and inform the Applicant in writing of that decision

7. Termination

If the Applicant or the BCFPA determine that the activities should not be proceeded with, or that the Funding Agreement should terminate earlier than the end of the Term, the Agreement may be terminated by a written declaration by the signatories for both Parties.

Notwithstanding any of the other provisions of the Funding Agreement, and subject to the limitations set out in this clause, the BCFPA may withhold payment to the Applicant if an Event of Default occurs, until that Event of Default is remedied to the satisfaction of the BCFPA. Event of Default means:

- a) the Applicant becomes bankrupt or insolvent, ceases to carry on business, or a receiving order is made against the Applicant, or an assignment is made for the benefit of creditors, or if the Applicant makes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors
- b) the Applicant fails to file its corporate annual return or is no longer in good standing under the laws of the Province of British Columbia
- c) the Applicant fails, in the sole opinion of the BCFPA, to perform any of its obligations and undertakings in this Agreement or in any other agreement entered into between the Recipient and the BCFPA under the Program
- d) the Applicant submits, in the sole opinion of the BCFPA, false or misleading information to the BCFPA
- e) if any third party, including any creditor or shareholder of the Applicant, garnishes or attempts to garnish, or attaches or attempts to attach, the Contribution
- f) the Applicant's other sources of funding for the Project cease to be available prior to the Applicant's completion of the Project, or
- g) the termination of the Program

If an Event of Default occurs prior to the end of the Term, the Applicant has fourteen (14) days to respond after receipt of a letter from the BCFPA setting out the Event of Default by the Applicant. If the Applicant does not remedy the Event of Default to the satisfaction of the BCFPA within thirty (30) days after receipt of the letter from the BCFPA setting out the Event of Default, the BCFPA will terminate this Agreement by written notice to the Applicant, without recourse to appeal or financial redress.

8. Privacy and Protection of Personal information

While the Funding Agreement is in effect, and at all times thereafter, the BCFPA, the Applicant and any of their officers, employees, contractors (including consultants), shall comply with the *Freedom of Information and Protection of Privacy Act* of British Columbia respecting information relative to the Project. The Applicant must agree and understand that information contained in the application is being collected for the purpose of assessing and reviewing an Applicant's eligibility for funding under the Post-Farm Food Safety Program and that information may be shared with the Federal Government, CFIA, BC Ministry of Agriculture, a regional health authority or municipality only to the extent necessary for application assessment and review purposes, including verification of the information submitted as well as program review, statistical purposes and performance reporting.

If the BCFPA is asked to disclose the Application, the BCFPA will consult with the Applicant in accordance with the *Freedom of Information and Protection of Privacy Act* of British Columbia, prior to any disclosure. The Applicant acknowledges that the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA) may impose obligations on the Applicant respecting Personal Information and that those obligations are separate from and in addition to the Applicant's obligations under the *Freedom of Information and Protection of Privacy Act* of British Columbia. Applicants will also be required to provide consent to the BCFPA under PIPEDA to allow the BCFPA Program Manager to obtain necessary information from municipal corporations, federal and provincial governments, or any agency, board, or commission thereof, and any non-government organizations in the assessment of applications and payments.

9. Declaration of the Applicant

That they have read and understood the PFFS Program guidelines and understand the following:

- a) That they must abide by all terms and conditions in the previous sections
- b) That any funds expended on eligible activities before this document is signed will not be eligible for reimbursement
- c) That activities not completed and reimbursements not claimed by 31 January 2016 will not be reimbursed
- d) That all expenditures will be screened for suitability and the Funder reserves the right to reduce or refuse reimbursement for expenditures deemed inappropriate
- e) That by signing this declaration they are authorizing the BCFPA, at the Program Manager's discretion, to obtain a credit report from a recognized credit-reporting agency as part of its determination of the Applicant's financial stability

10. Records

Request Applicant to sign two copies of this Funding Agreement and return both to the BCFPA. The Program Manager will sign one and return it to the Applicant.

11. Signatures

Authorized representatives of Funder and Applicant

Funding Agreement Template

Attachments

- Application form with workplan signed by the Food Safety Assessor
- List of eligible and ineligible activities
- Plain language claims guide (e.g., more detail on types of receipts required and how GST is handled)
- Payment claim form

Post-Farm Food Safety Program Participant File Checklist

BC Food Processors Association**Post Farm Food Safety Program Checklist**

- ☐ Application received and date stamped
- ☐ Food Safety Assessment received and signed by Assessor
- ☐ Food Safety work plan received and signed by Assessor

Assigned Food Safety Assessor _____

- ☐ Two years of financial statements received from Applicant
- ☐ Calculate Weighted Priority
- ☐ Letter to Applicant to approve or deny Approval amount _____

Approved Safety Activity

- | | |
|--|-------|
| <input type="checkbox"/> Staff Training | _____ |
| <input type="checkbox"/> Facility Modifications | _____ |
| <input type="checkbox"/> Lab Analysis | _____ |
| <input type="checkbox"/> Transportation Shipping Receiving Storage | _____ |
| <input type="checkbox"/> Equipment | _____ |
| <input type="checkbox"/> Post Secondary formal training in food safety | _____ |
| <input type="checkbox"/> Sanitation and pest control | _____ |
| <input type="checkbox"/> Operational pre-requisite programs - Record Keeping | _____ |
| <input type="checkbox"/> First Certification Audit | _____ |

- ☐ Inform Assessor that the applicant has been approved
- ☐ Applicant information placed in the Monthly Activity Report
- ☐ Diarize to check file in 3 months if no activity by then

Comments or Concerns with progress

Disbursement Date _____

Disbursement amount _____

BC Food Processors Association

Post Farm Food Safety Program
Monthly Activity Report

BCFPA Response to ON-002489 * Appendix 6
Post-Farm Food Safety Program Monthly Activity Report

File #	File Type	Geographic Code	Applicant Name	NAICs Code	Date Application Received	Application Type	Decision Date	Approved/Denied	Approved Amount	Disbursement Date	Disbursement Amount	Safety Activity Approved, Concerns or Comments	BP, GMP, Food safety assurances/ systems implemented	HACCP Certified	Date
001	GMP	8	Sample Company Name Ltd.	5011164	March 1, 2014	GMP	March 1, 2014	Approved	\$ 5,000.00	March 1, 2014	\$ 5,000.00	Sanitation and Pest Control	GMP		February 1, 2014
002															
003															
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BCFPA Response to ON-002489 * Appendix 7
Post-Farm Food Safety Program Report Outline

Monthly, annual and final reports

1. Overview/situation analysis

Manager's assessment of program external environment and internal capacities to date and since last report

2. Progress towards objectives

Numbers related to the objectives below, and discussion

Could also be useful to have a graph showing how many program participants are at eight program milestones: self-assessment, food safety assessment, food safety plan, food safety workplan, funding application, funding agreement, completion of projects and completion of claim

	Objective	Metric
1	Identify priority industry sectors that would benefit from targeted food safety education and financial support to implement food safety systems or practices	Number of expressions of interest, food safety assessments and funding applications from priority sector companies
2	Ensure equitable program access to all eligible sectors, scales of operation, and cultural consideration in the workforce, with province-wide reach	Number of expressions of interest, food safety assessments and funding applications broken down by region
3	Increase the number of eligible businesses that are aware of industry relevant food safety practices	Number of eligible businesses contacted through communications and education and that have filed self-assessment forms
4	Increase the number of eligible businesses that undertake food safety assessments and develop or upgrade their food safety plan	Number of food safety assessments completed and food safety plans developed or upgraded
5	Increase the number of eligible businesses that implement nationally and internationally recognized HACCP-based food safety assurance systems	Number of companies proceeding towards HACCP compliance and HACCP certification
6	Develop a quality improvement process by gathering and analyzing program information on participating businesses that leads to modification of any component of the overall program	Number of eligible projects total and broken down by category (training, equipment, facilities)
7	Analyze program impact and make recommendations for future years of program delivery model	Anecdotal feedback regarding issues, priority sectors

3. Schedule

Progress for the period in relation to established timeline

4. Budget

Attach financial statements for the past period(s)
Comment on budget to actual status

5. Next steps

Proposed improvements and deliverables for next period
Attach annual evaluation to annual reports

BCFPA Response to ON-002489 * Appendix 7
Post-Farm Food Safety Program Report Outline

PFFS Program Goals

1. Support food safety practices that promote adaptable, sustainable and competitive agri-businesses in BC by providing increased access to domestic and international markets, contributing to B.C. jobs and the economy as well as to diversified rural communities
2. Ensure, in partnership with the Ministries of Agriculture, Health and the Federal Government, that foods produced and processed in BC are among the safest both nationally and internationally

BCFPA response to ON-002489 * Appendix 8
Post-Farm Food Safety Program Evaluation Framework

1. Executive summary

- Program goals
- Key findings from Program Team and participants
- Recommendations for the next period and for future

2. Background

- Program goals and objectives
- Program structure, governance, and personnel
- Program participants: numbers, location, business type, food safety status, program activities

3. Program effectiveness and efficiency

- Program progress expressed as numbers at milestones on the timeline
- Program progress expressed as numbers for each objective
- Financial report, budget to actuals

a) Evaluation by Steering Committee and Program Team members

- Comments and recommendations for improvement regarding:
 - extent to which the education and communications efforts effectively and efficiently identified priority sector program candidates
 - effectiveness and efficiency of the self-assessment form, company-Food Safety Assessor relationships, and the food safety assessment process
 - logistics associated with the Food Safety Assessor role (travel in particular)
 - level of effort associated with the Food Safety Assessor role: appropriate for the task?
 - program participants' rate of progress past milestones: how accurate was our assessment of their capacity?
 - participants that have had a food safety assessment but have not yet proceeded to apply for funding: reasons, concerns, remedies
 - disputes and effectiveness of the dispute resolution mechanism
- Ideas for next phase, future programs
- Anecdotes, examples from Program Team members' experience, bouquets and/or brickbats

b) Evaluation by program participants in anonymous online or mail surveys

- Comments and recommendations for improvement regarding:
 - program promotion and awareness raising
 - self-assessment form and program intake
 - program educational opportunities
 - service provided by the Food Safety Assessors
 - food safety assessment
 - coaching and support through access to funding and completion of eligible projects
 - access to funding for eligible program activities
 - processing claims for reimbursement
 - dispute resolution
- Ideas for next phase, future programs
- Anecdotes, examples from participants' experience, bouquets and/or brickbats

Pages 52 through 126 redacted for the following reasons:

S21

S21, S22

BC Food Processors Association							
EVALUATION CRITERIA			Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
Mandatory Criteria							
a)	The proposal must be received at the closing location before the specified closing time.			Y			e-Bid
b)	The proposal must be in English and must not be sent by mail, facsimile or e-mail.			Y			-
c)	Three (3) hard copies of the proposal (and one copy on CD, DVD or USB media) must be submitted if that delivery method is chosen, with one unaltered, completed Request for Proposals cover page including an originally-signed Proponent Section with the first copy. Alternatively, one electronic copy of the proposal must be submitted, in accordance with BC Bid instructions for e-bidding, if that delivery method is chosen. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.			Y			-
d)	The proposal's total budget must not exceed \$1,700,000 and total budgeted amount for direct participant payments must not be less than \$1,050,000.			Y			Total Budget: \$1,700,000 Direct Participant Payments: \$1,050,000
Passed All Mandatories (Yes / No)				Yes			

Desirable Criteria			100%	Desirable Criteria			
Capacity			40%				
1	Provide a contact name, address, email and fax number for the proposal. This information will not be evaluated, but will be used to contact the Proponent, as needed.			0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
	Not Evaluated.			N/A	Not Evaluated.		
				N/A	N/A		
2	Describe your governance framework including a logical accountability structure and decision making process.			0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
	The Proponent's governance framework includes a formalized and logical accountability structure.			1	S13, S17		
	The Proponent's governance framework includes a formalized and logical decision making process.			1			
				2.00			
3	Describe the formal complaint and resolution process for any program issues that arise.			0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
	The Proponent's formal complaint and resolution process has documented process-steps which are communicated to the public			1	S13, S17		
	The Proponent's formal complaint and resolution process first attempts to deal with issues internally			1			
	The Proponent's formal complaint and resolution process involves the Ministry if the issue cannot be resolved internally			0.5			
	The Proponent's formal complaint and resolution process has timelines associated with each step of the process			1			
				1.00			

BC Food Processors Association

BC Food Processors Association					
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
4 Complete Appendix C and include it in your proposal.		<div style="display: flex; justify-content: space-between;"> 0 = No Enter comments / rationale for score below: </div> <div style="display: flex; justify-content: space-between;"> .5 = Partially </div> <div style="display: flex; justify-content: space-between;"> 1 = Yes </div>			
Part A of Appendix C					
ROLE: Overall program deliverables accountability as per Shared Cost Arrangement terms					
<div style="border: 1px dashed black; padding: 2px;">The proposed individual has five or more years' experience (within 8 years of the posting date of this RFP) in a similar role which included:</div>		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> </div> <div style="margin-top: 10px;">5.00</div>			
- Responsibility for a budget of at least \$1 million					
- Project management experience					
- Reporting responsibilities (reporting to outside entities such as funders, Ministries, etc.)					
- Experience delivering services under one or more government (Municipal, Provincial, Federal) contracts					
ROLE: Overall program deliverables accountability as per Shared Cost Arrangement terms (designated back up)					
<div style="border: 1px dashed black; padding: 2px;">The proposed individual has five or more years' experience (within 8 years of the posting date of this RFP) in a similar role which included:</div>		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> </div> <div style="margin-top: 10px;">2.00</div>			
- Responsibility for a budget of at least \$1 million					
- Project management experience					
- Reporting responsibilities (reporting to outside entities such as funders, Ministries, etc.)					
- Experience delivering services under one or more government (Municipal, Provincial, Federal) contracts					
ROLE: Communication and stakeholder engagement strategy					
<div style="border: 1px dashed black; padding: 2px;">The proposed individual has two or more years' experience developing and implementing one or more marketing strategies which included the use of:</div>		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">0</div> </div> <div style="margin-top: 10px;">2.00</div>			
- webpages					
- social media					
- newsletters					
- print media e.g. newspapers, magazines, etc					
- video					
ROLE: Development and Management of Food Safety Education Strategy					
<div style="border: 1px dashed black; padding: 2px;">The proposed individual has two or more years' experience developing and managing one or more education/awareness strategies which included:</div>		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> <div style="border: 1px dashed black; padding: 2px; margin: 2px;">1</div> </div>			
- addressing geographic, linguistic and ethnic barriers					
- utilizing the best available professional information and best practices					
- coordinating the design and development of resources (e.g. videos, posters, signs, etc.) based on current best practices					

S13, S17

BC Food Processors Association				
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score
- the use of different forms of education delivery to suit various learning styles such as visual or auditory learners (may include face-to-face workshops; web-modules; online training; and other formats identified as effective for a specific sector).		1		
			4.00	
ROLE: Food Safety Education Delivery, Food Safety Assessors The proposed individual has five or more years' recent experience (within 8 years of the posting date of this RFP) in a similar role utilizing the best available professional information and best practice to:				
- Assess and articulate food safety risks		1		
- develop sustainable food safety resources (e.g. videos, posters, signs, etc.)		1		
- identify the resources, initial expenses and long-term expenses that a business would need to provide in order to develop and maintain a food safety program		0		
- assist the business operator to develop and/or upgrade the business food safety plan to address the gaps and/or food safety hazards		1		
The proposed individual has a Certificate/ Diploma in a relevant food safety program from a recognized post-secondary institution and 5 years of experience in GMPs and HACCP coordination within a food business, or managing or auditing such programs; Or... B.Sc./ or graduate degree in a relevant food safety program from a recognized post-secondary institution and 3 years' experience in GMPs and HACCP coordination within a food business, or managing or auditing such programs.		1		
			3.00	
ROLE: Management of the entire application, eligibility determination, verification, disbursement of funds and complaint redress process The proposed individual has two or more years' experience in a similar role which included developing and managing an application-based program including:				
- receiving applications through a variety of methods		1		
- assessing eligibility		1		
- reviewing and approving or rejecting applications		1		
			3.00	
ROLE: Financial management The proposed individual has three or more years' experience in a similar role which included:				
- Disbursing funds of \$1 million or more annually		1		
- disbursing funds to 35 or more applicants annually		1		
- Reporting financial information to a funder (e.g. a ministry)		1		
- Participating in audits		0.5		
The proposed individual holds an accounting designation (CPA, CA, CGA, or CMA)		1		

S13, S17

BC Food Processors Association					
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
		5.00			S13, S17
ROLE: Activity reporting and program evaluation					
The proposed individual has five or more years' recent experience (within 10 years of the posting date of this RFP) in a similar role which included:					
- Reporting on performance measures, deliverables, and progress to an outside entity (e.g. funder, ministry)		0.5			
- Evaluating a funding program and making recommendations on program delivery and policies		0.5			
- Identifying program successes and challenges		0			
- Developing future options and recommendations for cost-efficient, maximum impact synergies and co-benefits for future program delivery frameworks		0			
		3.00			
Part B of Appendix C					
Program #1: Meat Transition Assistance Program Phases 1 and 2					
The Proponent has described how the program involved working with diverse industry sectors with geographic, linguistic and ethnic barriers		0.5			
The Proponent has described how the program involved supporting industry and sectors to understand and implement practices and systems		0.5			
The Proponent has described how the program involved developing and delivering public education and/or awareness		0			
The Proponent has described how the program involved hiring or contracting with registered professionals		0.5			
The Proponent has described how the program involved developing and implementing communications plans to maximize program uptake including the use of : a) webpages b) social media c) newsletters d) print media e.g. newspapers, magazines, etc. e) participating in events.		0			
The Proponent has described how the program involved developing and implementing program evaluations		0			
The Proponent has described how the program involved managing twenty-five or more concurrent agreements per year with individuals or organizations which received funding from the Proponent		0.5			

S13, S17

BC Food Processors Association					
EVALUATION CRITERIA	Weight of Section				
		Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent has described how the program involved managing a funding application process including: a) soliciting applications for funding b) screening applicants to determine their eligibility c) guiding and supporting applicants through the funding application process		0.5			S13, S17
The Proponent has described how the program involved establishing funding agreements between the Proponent and successful applicants		0.5			
The Proponent has described how the program involved developing and administering a geographically disperse (e.g. province-wide) program		0.5			
The Proponent has described how the program involved administering, including the financial accounting for, a funding account		0.5			
The Proponent has described how the program involved providing activity and performance reports and audited financial statements to the organization (e.g. provincial or federal government) that the Proponent was administering one or more programs on the behalf of.		0.5			
			5.00		
Program #2: Meat Transition Assistance Program Phase 3					
The Proponent has described how the program involved working with diverse industry sectors with geographic, linguistic and ethnic barriers		0.5			
The Proponent has described how the program involved supporting industry and sectors to understand and implement practices and systems		0.5			
The Proponent has described how the program involved developing and delivering public education and/or awareness		0			
The Proponent has described how the program involved hiring or contracting with registered professionals		0.5			
The Proponent has described how the program involved developing and implementing communications plans to maximize program uptake including the use of : a) webpages b) social media c) newsletters d) print media e.g. newspapers, magazines, etc. e) participating in events.		0			
The Proponent has described how the program involved developing and implementing program evaluations		0			
The Proponent has described how the program involved managing twenty-five or more concurrent agreements per year with individuals or organizations which received funding from the Proponent		0			
The Proponent has described how the program involved managing a funding application process including: a) soliciting applications for funding b) screening applicants to determine their eligibility c) guiding and supporting applicants through the funding application process		0.5			
The Proponent has described how the program involved establishing funding agreements between the Proponent and successful applicants		0.5			

BC Food Processors Association

EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent has described how the program involved developing and administering a geographically disperse (e.g. province-wide) program		0.5			S13, S17
The Proponent has described how the program involved administering, including the financial accounting for, a funding account		0.5			
The Proponent has described how the program involved providing activity and performance reports and audited financial statements to the organization (e.g. provincial or federal government) that the Proponent was administering one or more programs on the behalf of.		0.5			

4.00					
5 Describe the contingency plan for planned and unplanned absences of the key personnel.					
The Proponent's contingency plan does not rely on the availability of only one person		1			S13, S17
The Proponent has described how short-term (<1 month) absences are managed.		1			
The Proponent has described how long-term (>1 month) absences are managed.		1			
1.00					
Approach 40%					
6 Identify at least two priority sectors, rank them and provide rationale as described in section 4.2.1.					
The Proponent has identified at least 1 priority sector		1			S13, S17
The Proponent has identified at least 2 priority sectors		1			
The Proponent has identified more than 2 priority sectors		1			
The Proponent's rationale to explain the ranking of priority sectors included scale of operations		1			
The Proponent's rationale to explain the ranking of priority sectors included type of commodity/sector		1			
The Proponent's rationale to explain the ranking of priority sectors included food safety risks or hazards inherent in that sector		1			
The Proponent's rationale to explain the ranking of priority sectors included workforce diversity (e.g. culture, language, age, education)		1			
The Proponent's rationale to explain the ranking of priority sectors included geographical locations of the identified agri-food sectors		0			
The Proponent's rationale to explain the ranking of priority sectors included food safety skill-levels of Post-Farm workers		0			
The Proponent's rationale to explain the ranking of priority sectors included other considerations the Proponent deems important		1			
2.00					
7 Describe your communication and stakeholder engagement strategy outlining the approach to address each of the strategy requirements as outlined in section 4.2.2.					
<div style="display: flex; justify-content: space-between;"> <div> 0 = No .5 = Partially 1 = Yes </div> <div>Enter comments / rationale for score below:</div> </div>					

BC Food Processors Association					
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent's communication and stakeholder engagement strategy includes communication activities and marketing methods primarily targeted toward priority sectors and secondarily to other eligible Post-Farm sectors for maximum impact		0.5			S13, S17
The Proponent's communication and stakeholder engagement strategy includes establishing and sustaining a relationship with:					
BC agri-food organizations of eligible Post-Farm sectors		1			
PFFS Program participants		1			
with BC agri-food businesses		1			
food safety organizations and agencies		1			
food safety professionals		0.5			
The Proponent's communication and stakeholder engagement strategy is province-wide in scope covering:					
i) Vancouver Island – Coast		0.5			
ii) Lower Mainland – Southwest		0.5			
iii) Thompson – Okanagan		0.5			
iv) Kootenay		0.5			
v) Cariboo		0.5			
vi) North Coast		0.5			
vii) Nechako		0.5			
viii) Peace River		0.5			
			2.00		
8 Outline your proposed food safety education strategy including descriptions of how the strategy will address items “a” through “i” in section 4.2.3. Include descriptions of the food safety resources that will be developed and the types of education delivery that will be used.		0 = No .5 = Partially 1 = Yes			Enter comments / rationale for score below:
The Proponent has described how its strategy will develop and implement an intake for agri-businesses to use to access the food safety education component of the Program		1			S13, S17
The Proponent has described how its strategy will target the priority sectors identified by the Proponent		1			
The Proponent has described how its strategy will address geographic, linguistic and cultural barriers		1			
The Proponent has described how its strategy will utilize the best available professional information and best practices		1			
The Proponent has described how its strategy will identify and utilize a team of food safety experts to deliver education and awareness consistent with recognized international and national food safety systems		1			

BC Food Processors Association				
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score
The Proponent has described how its strategy will include the design and development of sustainable food safety resources (e.g. videos, posters, signs, etc.) based on current best practices		1		
The Proponent has described how its strategy will include different forms of education delivery to suit various learning styles such as visual or auditory learners (may include face-to-face workshops, web-modules, online training, and other formats identified as effective for a specific sector)		1		
The Proponent has described how its strategy will encourage optimal transition of participants from learning about food safety practices to actually adopting or implementing them		0.5		
The Proponent has described how its strategy will direct eligible businesses toward the PFFS Program's food safety assessment and funding application process		0.5		
			2.00	
9 Describe the approach and the service delivery model for the provision of food safety assessments as outlined in section 4.2.4.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:	
The Proponent has described how the approach will provide equitable access to all Eligible Participants throughout British Columbia		1		
The Proponent has described how participating agri-businesses align with identified agri-food sector priorities		0		
The Proponent has described how it will develop and implement an intake/application process for agri-businesses to use to access the food safety assessments component of the Program		0.5		
The Proponent has described how the approach will identify and manage a team of food safety experts		1		
The Proponent has described how the approach will assist the business operator to develop and/or upgrade the business food safety plan to address the gaps and/or food safety hazards (the food safety expert should not write the plan)		1		
The Proponent has described how the approach will assist the business operator to determine the resources, initial expenses and long-term expenses that would be required to implement and maintain the food safety improvements		1		
The Proponent has described how the approach will encourage agri-food businesses to apply for PFFS Program funding incentives to implement food safety activities if they meet the eligibility criteria and food safety improvement plans have been approved by the food safety expert		0.5		
			4.00	

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EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
10 Describe the identification and management of the food safety experts including: <ul style="list-style-type: none"> • how food safety experts meeting the qualifications described in section 4.2.4 will be identified and engaged; and • how the food safety experts will be utilized based on geography, industry sector, diversity of the workforce (culture, language, education), and any other considerations. 		0 = No .5 = Partially 1 = Yes			Enter comments / rationale for score below:
The Proponent has described how food safety experts meeting the qualifications described in section 4.2.4 will be identified and engaged		1			S13, S17
The Proponent has described how the food safety experts will be utilized based on geography, industry sector, diversity of the workforce (culture, language, education), and any other considerations.		1			
			2.00		
11 Provide a draft or template of your funding application form and describe how it will meet the requirements described in item (b) of section 4.2.5.		0 = No .5 = Partially 1 = Yes			Enter comments / rationale for score below:
The Proponent has provided a draft or template of its funding agreement form and described how it will be easy to access and simple to complete.		1			S13, S17
			4.00		
12 Describe your funding application process including how it will address items (a) and (c) through (k) of section 4.2.5 and how it will serve the most critical gaps seen in current food safety practices as a priority over other less critical.		0 = No .5 = Partially 1 = Yes			Enter comments / rationale for score below:
The Proponent has described how the funding application process will provide equitable access to all Eligible Participants		1			S13, S17
The Proponent has described how the funding application process will have a variety of submission methods to allow for equitable access		1			
The Proponent has described how the funding application process will make clear the eligibility criteria and requirements for participation		1			
The Proponent has described how the funding application process will allow for the continuous intake and approval of applications		1			
The Proponent has described how the funding application process will include a system for prioritizing applications based on priority sectors or critical gaps in food safety and distributes funds to the priority sectors on a 'first-come, first-served' basis for eligible activities		1			
The Proponent has described how the funding application process will provide assessments and distribute funds on a 'first-come, first-served' basis to non-priority Eligible Participants if funds are remaining after funding priority sectors or if critical gaps in food safety are identified by food safety experts or the Ministry		1			
The Proponent has described how the funding application process will provide clear direction to Applicants on procedures, expectations for completion of food safety upgrades, reporting procedures, etc.		1			
The Proponent has described how the funding application process will maintain confidentiality of Applicants		1			

BC Food Processors Association					
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent has described how the funding application process will include an internal review and/or appeal process		1	2.00		S13, S17
The Proponent has described how the funding application process will address geographic, linguistic and cultural barriers		1			
13 Describe how your funding application procedures will ensure items (a) through (d) of section 4.2.5.1 are addressed.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
The Proponent has described how the funding application procedures will ensure food safety assessments have been signed off by food safety experts		1	3.00		S13, S17
The Proponent has described how the funding application procedures will confirm the eligibility of the Applicant and the proposed activities and costs and consider each request in relation to identified priority sectors and available program funds		1			
The Proponent has described how the funding application procedures will review applications for completeness and contact the Applicant to obtain clarifications or missing information		1			
The Proponent has described how the funding application procedures will approve or reject complete applications and provide the Applicants with timely written notification of the result of their funding request, including basic justification details to unsuccessful Applicants, within 10 business days of receipt		1			
14 Provide a draft or template of the Funding Agreement that will be entered into between the Recipient and successful Applicants, and describe how it will address items (a) through (d) of section 4.2.5.2.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
The Proponent has provided a draft or template of the Funding Agreement		1	5.00		S13, S17
The Proponent has described how the Funding Agreement will address disbursing funds to Participants as per program eligibility criteria; include a timely process for reimbursement of successfully completed activities (10 -15 business days after receiving claim)		1			
The Proponent has described how the Funding Agreement will address the requirement for accurate record keeping of funding disbursements		1			
The Proponent has described how the Funding Agreement will address an easy claims submission process		0.5			
The Proponent has described how the Funding Agreement will address a verification process of expenses/ activities submitted for reimbursement by the Participant to determine if they met intended improvement of food safety practices		1			
15 Describe your monitoring process including how you will ensure items (a) through (h) of section 4.2.5.3 are addressed, how you will determine which Participants will receive an on-site audit and how the situation will be managed in which a Participant is not meeting the targets for a Project.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:		
The Proponent has described how it will address the validation of priority sectors identified		1			S13, S17
The Proponent has described how it will confirm that food safety assessments are being carried out and food safety plans are developed and/or upgraded		1			

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EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
<p>The Proponent has described how it will confirm that funded activities are completed and in accordance with PFFS Program criteria and are being carried out as outlined in the Funding Agreement</p> <p>The Proponent has described how it will verify that claimed costs are eligible, valid and reasonable</p> <p>The Proponent has described how it will confirm that results are accurately reported by Participants</p> <p>The Proponent has described how it will confirm intended outcomes of food safety improvements are being met</p> <p>The Proponent has described its strategy to minimize costs associated to monitoring. e.g. minimizing travel costs by organizing and completing multiple audits/monitors in a geographical area in a single trip where appropriate, conducting paper based monitors, etc</p> <p>The Proponent has described how it will identify high risk agreements (i.e. large dollar value, complexity, high probability of default)</p> <p>The Proponent has described how it will determine which Participants will receive an on-site audit.</p> <p>The Proponent has described how the situation will be managed in which a Participant is not meeting the targets for a Project</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>0.5</p> <p>1</p>				<p>S13, S17</p> <p>4.00</p>
<p>16 Describe how you will ensure timely and accurate financial reporting.</p> <p>The Proponent will have formalized financial processes including clearly stating who has signing and financial authority</p> <p>The Proponent will use accounting software</p> <p>The Proponent will utilize the services of a qualified financial expert</p> <p>The Proponent will conduct audits annually or more often</p> <p>The Proponent will use a separate bank account for the PFFS Program</p>		<p>0 = No .5 = Partially 1 = Yes</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>0.5</p>			<p>Enter comments / rationale for score below:</p> <p>S13, S17</p> <p>4.00</p>
<p>17 Proponents should submit a draft outline of their proposed program evaluation framework and describe how it will address items (a) through (f) in section 4.2.6.3.</p> <p>The Proponent has submitted a draft outline of their proposed program evaluation framework</p> <p>The Proponent has described how the program evaluation will include how the objectives, deliverables, timelines and the budget in the Shared Cost Arrangement were met</p> <p>The Proponent has described how the program evaluation will include feedback from eligible agri-businesses and stakeholders on the service delivery model and PFFS Program policies and make recommendations based on this feedback</p> <p>The Proponent has described how the program evaluation will review the priority sectors and their uptake in the program which will include making recommendations for future marketing and targeting</p>		<p>0 = No .5 = Partially 1 = Yes</p> <p>1</p> <p>0.5</p> <p>0.5</p> <p>0</p>			<p>Enter comments / rationale for score below:</p> <p>S13, S17</p>

BC Food Processors Association				
EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score
The Proponent has described how the program evaluation will determine if/why those that received food safety assessments and/or developed a work plan did not apply for implementation funding		1		
The Proponent has described how the program evaluation will evaluate the effectiveness and impact of the education awareness component and methodologies used		1		
The Proponent has described how the program evaluation will identify program successes, challenges and provide recommendations for future program delivery frameworks		1		
			4.00	
18 Provide a draft work plan (Gantt chart or similar) showing all major planned activities and milestones over the term of the Shared Cost Arrangement.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:	
The Proponent's work plan shows when assessments will begin and end		0.5		
The Proponent's work plan shows when receipt of funding applications will begin and end		1		
The Proponent's work plan shows when educational resources will be developed		1		
The Proponent's work plan shows when educational activities will be delivered		0.5		
The Proponent's work plan shows when reports will be provided		1		
The Proponent's work plan shows when monitoring of projects will be conducted		0.5		
			2.00	
Budget 20%				
19 Proponents should provide detailed budget information of the pricing proposed by completing Appendix D including providing rationale for the amounts.		0 = No .5 = Partially 1 = Yes	Enter comments / rationale for score below:	
Salaries and Benefits				
The Proponent's salaries and benefits are supported with rationale		0.5		
The Proponent's salaries and benefits are eligible		1		
The Proponent's salaries and benefits reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		0		
The Proponent's salaries and benefits are consistent with the information provided elsewhere in the proposal including in the work plan		0		
The Proponent's salaries and benefits are within the thresholds identified in this RFP		1		
			3.50	
Organization Operational Costs				
The Proponent's organization operational costs are supported with rationale		1		
The Proponent's organization operational costs are eligible		0		
The Proponent's organization operational costs reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		0		

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EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent's organization operational costs are consistent with the information provided elsewhere in the proposal including in the work plan		0			
The Proponent's organization operational costs are within the thresholds identified in this RFP		1			
Sub – Contracting Costs			3.50		
The Proponent's contracting costs are supported with rationale		0.5			
The Proponent's contracting costs are eligible		0.5			
The Proponent's contracting costs reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		0.5			
The Proponent's contracting costs are consistent with the information provided elsewhere in the proposal including in the work plan		1			
The Proponent's contracting costs are within the thresholds identified in this RFP		1			
Advertising and Communications Costs, including printing			4.00		
The Proponent's advertising and communications costs are supported with rationale		0.5			
The Proponent's advertising and communications costs are eligible		1			
The Proponent's advertising and communications costs reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		0.5			
The Proponent's advertising and communications costs are consistent with the information provided elsewhere in the proposal including in the work plan		1			
The Proponent's advertising and communications costs are within the thresholds identified in this RFP		1			
Materials and Supplies			1.25		
The Proponent's materials and supplies costs are supported with rationale		0.5			
The Proponent's materials and supplies costs are eligible		1			
The Proponent's materials and supplies costs reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		1			
The Proponent's materials and supplies costs are consistent with the information provided elsewhere in the proposal including in the work plan		1			
The Proponent's materials and supplies costs are within the thresholds identified in this RFP		1			
Travel			1.00		
The Proponent's travel costs are supported with rationale		1			
The Proponent's travel costs are eligible		0.5			
The Proponent's travel costs reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		1			
The Proponent's travel costs are consistent with the information provided elsewhere in the proposal including in the work plan		1			
The Proponent's travel costs are within provincial government travel policy rates		1			
Direct Participant Payments			2.75		
The Proponent's direct participant payments are supported with rationale		1			

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EVALUATION CRITERIA	Weight of Section	Criteria Addressed Y/N	Available Points	Proponent Score	COMMENTS / RATIONALE FOR SCORE
The Proponent's direct participant payments are eligible		1			S13, S17
The Proponent's direct participant payments reflect a 'reasonable' amount to deliver each aspect of the PFFS Program		0.5			
The Proponent's direct participant payments are consistent with the information provided elsewhere in the proposal including in the work plan		0			
The Proponent's direct participant payments are within the thresholds identified in this RFP		1			
				4.00	

Results			
Capacity			
Response Guideline: 1			N/A
Response Guideline: 2			2.00
Response Guideline: 3			1.00
Response Guideline: 4			36.00
Response Guideline: 5			1.00
	Total		40.00
Approach			
Response Guideline: 6			2.00
Response Guideline: 7			2.00
Response Guideline: 8			2.00
Response Guideline: 9			4.00
Response Guideline: 10			2.00
Response Guideline: 11			4.00
Response Guideline: 12			2.00
Response Guideline: 13			3.00
Response Guideline: 14			5.00
Response Guideline: 15			4.00
Response Guideline: 16			4.00
Response Guideline: 17			4.00
Response Guideline: 18			2.00
	Total		40.00
Budget			
Response Guideline: 19			20.00
	Total		20.00

Proponent's Score					
					S13, S17