

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

Course Title: NATURAL RESOURCES CONTRACTING

Code No.: FOR365 Semester: 5

Program: INTEGRATED RESOURCE MGMNT. TY

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Date: AUG. 99' Previous Outline Date: AUG 98

Approved: _____
Dean, Natural Resources Date
Programs

Total Credits: 3 Total Credit Hours: 48

Length of Course: 3 hrs/ week X 16 weeks

PREREQUISITE(S): Successful completion of 2nd year Natural Resources Entrepreneurship Course FOR206 will be beneficial but not mandatory.

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For additional information, please contact Joe Fruchter, Dean, Natural Resources Programs, (705) 759-2554, Ext. 688.

1. COURSE DESCRIPTION:

- This course enhances the content of the 2nd year Natural Resource Entrepreneurship course relative to contracting out within the public and private sectors. The course will stress the preparation, monitoring and follow up required in the preparation of natural resource based tenders and request for proposals as well as the preparation of realistic bids on these procurement documents. Students will be involved in both ends of the contracting process: as the client and as the purchaser.
- Emphasis will be placed on: the decision making process of deciding on which types of procurement practices should be applied in specific situations; the correct terminology to be used in these documents; legislation relative to natural resource procurement and; preparation of realistic bids in response to tenders and request for proposals. In order to acquaint students with “the real world” guest speakers will include representatives of the legal profession, natural resource small business owners and purchasing professionals from the private and public sectors.
- The majority of this course will be project oriented with the teacher supplying advice and guidance during class and as requested by the students. Students will attend actual natural resource contractor briefing sessions and tender openings in the public sector.

II LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Understand the basic principles of contract law and the procurement process.

Potential elements of the performance:

- defining contract as it applies to natural resource procurement;
- understanding the basic principles of what is needed for a contract to exist.

2. Understand the process for deciding on the correct type of procurement method to be used..

Potential elements of the performance:

- weigh the risks involved in the specific procurement situation in order to properly protect the purchaser; ensure that the chosen methodology is cost effective from the purchaser’s perspective;
- decide on the correct procurement process that best protects the purchaser’s interest and allows the contractors fair and open opportunities to bid competitively. These may be simple telephone quotes, sealed letters, tenders or request for proposals.

3. Decide on the proper terminology to be used in the chosen documents.

Potential elements of the performance:

- examine the “boiler plate” clauses that are available and choose the correct ones for the specific situation.
- ensure that the clauses do not restrict either the purchaser or the contractor in the task addressed by the procurement method.
- ensure that relative provincial, federal and municipal legislation is examined incorporated into the documents where appropriate. These include, but are not limited to, The Employment Standards Act, The Workplace Safety and Insurance System, The Regulations under The Public Health Act and all relative environmental legislation

4. Prepare natural resource tender document for a specific project as chosen by the student from a supplied list.

Potential elements of the performance:

- ensure that all points necessary for a complete tender package are included. They include; covering letter, instructions to tenders, administrative conditions such as opening and closing dates and times, scope of the work, work description, financial requirements such as bid, document and performance deposits, award rejection, eligibility requirements, reason for disqualification, tenders submission format, addenda, contractor acknowledgement and Canadian Content and the legal agreement
- ensure that the decisions made relative to appropriate legal terminology are incorporated into the sample of the legal agreement. .

5. Prepare a realistic bid submission for the tender.

Potential elements of the performance:

- students will prepare a bid submission following the direction as set out in the tender. The financial portion of the bid will be realistic representing costs that are present in to-day’s work place. All aspects of costing the project must be considered, including such things as vehicle costs, leasing, wages, overhead, profit, materials and supplies.
- each student’s bid will be examined in class by a panel who will rank the bids from a financial aspect and examine the bids for completeness.

6. Prepare a natural resource based Request For Proposal (RFP) document for a specific problem from a supplied list.

Potential elements of the performance:

- ensure that all points necessary for a complete RFP are included. They include general administrative conditions, the purpose of the RFP, background, scope of the work, work requirements, time frames, submission format, specific administrative arrangements, financial requirements, proposal submission format, contractor acknowledgement and a sample of the legal agreement.
- ensure that decisions made regarding appropriate legal terminology are incorporated into the sample legal agreement

7. Prepare a realistic proposal in response to the RFP prepared in item #6

Potential elements of the performance:

- students will prepare a proposal submission following the direction as set out in the RFP. The financial portion of the proposal will be realistic representing costs that are present in to-day's work place. Costs such as those outlined in No 5 above must be considered.
- each student's proposal will be examined in class by a panel who will rank the proposal submission for completeness, accuracy and financial soundness in response to the RFP.

8. Understand the principles of contract administration

Potential elements of the performance:

- students will examine common problems that arise during the carrying out of the work in the contract that indicate that the contract is in trouble.
- students will examine the roles and responsibilities of contract administrators and representatives for both the contractors carrying out the work and those that let the contract.

III TOPICS TO BE COVERED:

1. Definition of a contract and when a contract exists
2. Studying the risks of work to be carried out and what type of procurement methodology best suits that risk, both from the perspective of the contractor and the purchaser.
3. Examination of appropriate terminology necessary for the proper preparation of the procurement method being used.
4. Prepare a complete natural resource tender document.

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5. Prepare a realistic bid for the above tender
6. Prepare a complete natural resource Request for Proposal document.
7. Prepare a realistic proposal in response to the RFP.
8. Contract administration as it applies to both parties of any contract.

IV EVALUATION PROCESS:

There will be no tests on this course. Students will be graded only on the assignments.

Tender preparation	25%
Tender bid	15%
Request for Proposal preparation	35%
Proposal submission	25%

The grading system used will be as follows:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual - Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

Up to 10% will be deducted from any assignment for each school day an assignment is overdue. All assignments must be submitted in order to pass the course

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V REQUIRED STUDENT RESOURCES:

None

The material covered in this course is based on Ontario provincial government policies and procedures relative to procurement procedures. Many companies in the private sector, especially those in forestry, utilize these documents. Federal and municipal agencies use documents similar to those used in this course.

Hand Outs will be supplied to students to utilize as examples for the assignments.

VI ASSIGNMENTS:

Working on an individual basis students will prepare natural resource based procurement documents as follows:

Tender
Tender Submission
Request for Proposal
Proposal Submission

Each of the above will be chosen by the students from a list of their choosing.

Assignments will be due on dates mutually agreed upon by the students as a whole and the teacher.

All assignments must be completed by each individual working on their own Assignments are to be neatly typed in a well-organized fashion. Marks will be deducted for spelling and grammar mistakes. All assignments must be done in order to successfully complete the course.

VII Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.

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VIII SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in Student Rights and Responsibilities. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

IX PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

X DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.