

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE


COURSE TITLE: NATURAL RESOURCES CONTRACTING

CODE NO.: FOR 365-3 SEMESTER: V

PROGRAM: FOREST MANAGEMENT TECHNOLOGY  
PARKS AND FOREST RECREATION TECHNOLOGY  
FISH AND WILDLIFE TECHNOLOGY

AUTHOR: MARK HARVEY

DATE: DECEMBER 1991 PREVIOUS OUTLINE DATED: JANUARY 1990

APPROVED:  Dec 18 1991  
DEAN DATE

NATURAL RESOURCES CONTRACTING

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TOTAL CREDIT HOURS 48

**I. PHILOSOPHY/GOALS:**

The student will be introduced to the business of natural resource contracting as practised in Ontario. Both the processes of preparing bids and proposals and the art of contract administration will be dealt with at a practical level. Staffing and recruitment and the basics of small business establishment and management will compliment the contracting aspects of the course.

**II. STUDENT PERFORMANCE OBJECTIVES:**

Upon successful completion of this course the student will be able to:

- i) draft bids and proposals on natural resource type contracts.
- ii) participate in the drafting of natural resource tender packages.
- iii) outline important components of the OMNR policy directed at contracting.
- iv) describe the administrative duties required for the orderly execution of natural resource contracts.
- v) identify and describe sections of the following Provincial Acts that are most applicable to workers employed in natural resource contracts:
  - 1) Employment standards Act
  - 2) Health Protection and Promotion Act Camps in Unorganized Territory
  - 3) Occupational Health and Safety Act
  - 4) Workers' Compensation Act
  - 5) The Construction Lien Act, The Forest Fire Prevention Act
- vi) outline the principles of entrepreneurship and small business management.
- vii) prepare and interpret simple small business financial statements.
- viii) prepare job descriptions for job competitions.
- ix) design a well structured job hiring procedure including interview questions and evaluation system.
- x) describe, compare and criticize at least 4 personal management techniques.

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**III. TOPICS TO BE COVERED:**

1. Types of natural resource contracts
2. Tenders and proposals
3. Contract securities and legislation
4. Contract administration
5. Natural resource contracting, future prospects
6. Fish and Wildlife Contracts
7. Parks Contracts
8. Forest Renewal Contracts
9. The small business and the small business plan
10. Financial statements, business taxes
11. Financing a small business
12. The job description and the job interview
13. Personnel management skills

**IV. EVALUATION METHODS:**

Contract Proposal	25 %
Proposal Selection	5 %
Test #1 Contracting	15 %
Small Business Plan	20 %
Test, Small Business	15 %
Interview and Job Description	10 %
Participation	10 %
	<u>100%</u>

The grading system used will be as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- R = Repeat

Up to 10% may be deducted from any assignment for each school day an assignment is overdue.

**V. REQUIRED STUDENT RESOURCES:**

How to Prepare a Business Plan For Service Businesses. Published by the Ontario Ministry of Industry, Trade and Technology. Ontario Government Bookstore, 880 Bay Street, Toronto.

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VI. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION:

1. Financing a Small Business, Published by the Canadian Bankers Association, 1987. Box 348, Suite 600, 2 First Canadian Place, Toronto, Ontario. 56 p.
2. Starting a Small Business in Ontario, 1989. Published by the Ontario Ministry of Trade and Technology, Queen's Printer, Toronto, Ontario. 142 p.
3. How to Prepare a Business Plan for Service Businesses, 1989. Published by the Ontario Ministry of Trade and Technology, Queen's Printer, Toronto, Ontario. 91 p.

VII. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

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

The grading system used will be as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- R = Repeat

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VIII. ADDITIONAL NOTES:

Assignment No. 1 - The Contract Proposal

Students will work in pairs to prepare a proposal and a bid on a selected natural resource contract. A limited number of sample tender packages will be provided to the students. The proposal section of the contract must include:

- a) methods that will be employed to complete the contract
- b) time schedules.
- c) identify the potential labour source, specific job related skills and the hiring procedure that will be used.
- d) the approximate cost of all major equipment, supplies, financing and labour.
- e) maps or charts or drawings outlining the location and scope of the project.
- f) other information useful for the successful completion of the contract.

A bid price must accompany the proposal. The completed proposal and bid are to be submitted as an oral presentation of 10 - 15 minutes in duration to a proposal selection panel. The contract will be awarded by the panel. The panel will base their selection on both the proposal and the bid price.

The grade for this assignment will be based on 75% for the quality of the written submission and 25% for the oral presentation.

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VIII. ADDITIONAL NOTES: (cont'd)

Assignment No. 2 - The Small Business Plan

Working in pairs, students will select a natural resource small business and prepare a small business start-up plan. All selected natural resource small business must be approved by the instructor before the project can begin.

The small business plan will include:

- 1) Title page.
- 2) Executive Summary
- 3) Personnel Plan and Company Profile
- 4) Marketing Plan
- 5) The following financial projection sheets will be provided and are to be completed and included in the small business plan:
  - a) Loan Balances over 2 years
  - b) Depreciation Schedule
  - c) Projected Balance Sheet
  - d) Cash Flow Statement
  - e) Income Statement
  - f) Facilities
  - g) Equipment
  - h) Supplies

Assignment No. 3 - Job Description and Interview

On an individual basis students will design a job competition description and prepare an interview outline for the position.

The job description may be for any natural resources technical position. It should include all 13 Components of a job description outlined in class.

The interview must contain a list of interview questions with at least one from each of the 5 types of questions listed in class. A quantitative evaluation method with worksheet must be included.

The assignment must be typed. It should be very concise and brief. The job competition should fit onto one standard sized sheet of paper. The interview including evaluation worksheet, may be up to 6 pages in length. All parts of this assignment when submitted must be typed in a neat, well organized fashion.