

# BCCA Guideline: Using the Procurement Pre-Qualification Best Practice Checklist

In addition to the Canadian guidelines set out under [CCDC 29: A Guide to Pre-qualification](#), in BC we recommend the Best Practice Checklist produced by the Provincial government (attached) be used in conjunction with the considerations below, to further enhance fair, open and transparent process:

## 1. Market Sounding

- 1.1. For support in assistance with providing a Market Sounding contact the Regional Construction Association from the region where the project is located (for locations and contact information, please see the next page of this document). Ask to speak to the President of the Association.
- 1.2. Pre-qualification may be considered where it is determined that there is a need to Pre-qualify General Contractors or Trade Contractors because of certain special expertise requirements, such as specific environmental considerations, specialized public safety requirements or other clearly identified criteria. It should be noted that conducting a contractor pre-qualification may be difficult and contentious if established bidding principles of openness, accountability and fairness are not followed.

## 2. Proponent Accessibility

- 2.1. All qualified Contractors, without limiting the number of bidders, should be permitted to bid on publicly funded projects. On such projects bidders' lists should not limit the number of bidders to an invited list; all those that have been pre-qualified shall be allowed to bid.
- 2.2. As well as those Contractors who have a history of working in the industry there are many emerging companies who may have transferable skills from other projects of a similar nature. For example, a company may have experience in doing a water treatment facility that is a component part of a project.
- 2.3. Where a company itself may not have expertise they sometimes have hired personnel that have expertise (Site Superintendents or Project Managers) that should be considered as qualifications in response to an RFP.

## 3. Solicitation Format

- 3.1. Example solicitation formats are included in Appendix A and B of the CCDC 29 Guide to Pre-Qualification.

## 4. Maximizing Awareness

- 4.1. Contact the Regional Construction Association near you to assist with getting your solicitation opportunity listed on BidCentral (ask to speak to the Planroom Administrator)

## 5. Evaluating Proponents

- 5.1. Evaluators should have knowledge in the type of project that the solicitation includes. Where such expertise does not exist in house we would recommend that you consult with a knowledgeable Design Professional, Project Manager or local Construction Association to provide you with advice on retaining such expertise.

# Regional Construction Association Offices in BC

Contact your Regional Construction Association for more information on Procurement Pre-Qualification and providing a fair, open and transparent procurement process:



## [Northern Regional Construction Association](#)

3851 18th Avenue  
Prince George, BC V2N 1B1  
Phone: (250) 563-1744  
Fax: (250) 563-1107



## **Vancouver Island Construction Association**

## [Vancouver Island Construction Association](#)

1075 Alston St  
Victoria, BC V9A 3S6  
Phone: (250) 388-6471  
Toll Free: 1-877-847-6471  
Fax: (250) 388-5183



## [Southern Interior Construction Association](#)

#104-151 Commercial Drive  
Kelowna, BC V1X 7W2  
Phone: (250) 491-7330  
Fax: (250) 491-3929



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## [Vancouver Regional Construction Association](#)

3636 East 4th Avenue  
Vancouver, BC V5M 1M3  
Phone: (604) 294-3766  
Fax: (604) 298-9472



**Recommended Best Practice for Pre-Qualification  
for Selection of General Contractors**

**Appendix 1: Procurement Pre-Qualification Best Practice Checklist**

## Procurement Pre-Qualification Best Practice Checklist

(To be completed by procuring agency to document how their process has met best practice guideline)

Project/Program Name:

What	(✓)	Details
<b>Review and analyze the potential market</b>		
<ul style="list-style-type: none"> <li>Has a market sounding been conducted?</li> </ul>		
<b>Document rationale for using pre-qualification</b>		
<ul style="list-style-type: none"> <li>Is this the first phase in a larger procurement process and would pre-qualification simplify the larger procurement process without imposing unwarranted restrictions?</li> </ul>		
<ul style="list-style-type: none"> <li>Does the contract/program scope justify pre-qualification? e.g. will this generate a list of consultants or contractors to bid on multiple projects over a specific time period, or is the project large and complex?</li> </ul>		
<ul style="list-style-type: none"> <li>Are there specific qualifications or attributes required?</li> </ul>		
<b>Document rationale for pre-qualification requirements and evaluation criteria</b>		
<ul style="list-style-type: none"> <li>Are the requirements/evaluation criteria supported by the features of the opportunity (size, complexity, specialist expertise)?</li> </ul>		
<ul style="list-style-type: none"> <li>What considerations have been given to maximizing competition, making the opportunity available to emerging entrants?</li> </ul>		
<ul style="list-style-type: none"> <li>Has consideration been given to knowledge or experience that could be transferred to the project and that would qualify a consultant or contractor?</li> </ul>		



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What	(✓)	Details
<ul style="list-style-type: none"> <li>Is the manner in which the pre-qualification list is to be used clearly defined within the pre-qualification documentation?</li> </ul>		
<b>Maximize awareness of opportunity</b>		
<ul style="list-style-type: none"> <li>Has the opportunity been posted on BC Bid?</li> </ul>		
<ul style="list-style-type: none"> <li>Has the opportunity been advertised? If yes, has it been advertised in the region where the work is available and in the manner specified in applicable trade agreements?</li> </ul>		
<b>Meet policy and trade requirements</b>		
<ul style="list-style-type: none"> <li>Have trade and policy requirements been reviewed?</li> </ul>		
<b>Evaluation process</b>		
<ul style="list-style-type: none"> <li>Do evaluators have appropriate expertise and experience?</li> </ul>		
<ul style="list-style-type: none"> <li>Has a Fairness Monitor been used?</li> </ul>		
<b>Debrief</b>		
<ul style="list-style-type: none"> <li>Will a debrief be offered? How long after the completion of the prequalification process?</li> </ul>		
<ul style="list-style-type: none"> <li>What information will be made available to bidders or proponents during the debrief?</li> </ul>		