

Checklist of Information Required by Resource Development Companies to Qualify as a Vendor

To qualify as a vendor for Resource Development Companies (RDC's) the following is a *general list* of information that they will require. Each RDC and their purchasing team will have specific criteria for every given situation. Therefore it is critical to work with the RDC purchasing personnel to ensure that you provide all of the correct information for your specific opportunity or product and services that you provide. Most purchasing staff will help potential vendors through the process by identifying what they need to supply and how to prepare a proposal.

It is not always about price. In any given situation, Price, Quality and Delivery will have different weightings in the decision making hierarchy of the purchasing people. Commodity items or services which can be supplied by a number of vendors will more likely be lowest price driven. Where specialized skills, the ability to respond rapidly, and community specific needs may be more important criteria in other situations.

Checklist

General Information:

- Company and contact information
- General products or services you provide
- Number of employees
- Number of years in business
- Facility size and general equipment

Confirm the opportunity or need	It is important to confirm that there is a need for the product or services that you propose to provide. If no need exists, then the likelihood of any business occurring is slim.
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- Have you confirmed with the Purchasing and the user group(s) within the RDC that there is an opportunity or need for your services?
- Do you have a list of the requirements for qualifying as a vendor?

Safety and environment

Workplace safety and respect for the environment are critical factors in the qualification of every vendor.

- Provide a clean WCB record
- Do you have a Certificate of Recognition (COR) as part of the Partners in Injury Reduction with the WCB?
- Are you registered with ISNetwork (ISN) or other independent prequalification organization for contacting and supply work?
- Provide a list other safety programs, training, and certifications you have.
- Provide any environmental protection information and certifications that you have.

Insurance and Risk Management

All vendors must have adequate insurance in place to qualify as a vendor.

- Provide evidence of adequate liability and other insurance coverage for you business.
- Provide a 'certificate of insurance' from your insurance carrier.

Skills and Technical Knowledge

Specific technical knowledge and skills may or may not be required for certain opportunities. Meeting those criteria will determine which opportunities vendors may be qualified for.

- Documented specific technical knowledge and training
- Listed specialized skills
- Listed specific equipment available to work
- Defined your capacity to do work in terms of staff, time, volume, size, etc.
- Documented your general experience and reputation
- Provided references

Certifications and Licences

Specific opportunities and tasks may require certified trade skills and/or other standards or certified registrations or licenses to qualify as a vendor.

- Provide the specific trade certifications and number of journeymen, apprentices, etc.
- Other training certificates or equipment operation qualifications held.
- List industry certifications, registrations and standards (e.g. ISO, ABSA, CWB, API, etc.)

Commercial Competitiveness

The weighting of the criteria will vary based on each situation

- Price
 - Quality
 - Delivery
 - Value adds that the vendor provides
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- Provide pricing or rates (if applicable).
- Provide information about quality programs and standards, measurements, and procedures.
- What is your delivery time performance or standard lead time to provide products or services?
- What is your service response time?
- Highlight what other value added services you provide.

Relationships and Reputation

The ability to build relationships with user groups for your products or services will facilitate opportunities with RDC's. Vendors with good relationships and a good reputation will usually be given the first opportunities.

- Do you have a relationship with the RDC user groups?
- Will they request or recommend your services?
- Can you provide evidence of your reputation as a preferred supplier?
- Do you have a brochure or website to enhance your communication?