

March 12, 2014

**Sent by e-mail**

**Greenland International Consulting Ltd.  
120 Hume Street  
Collingwood, Ontario  
L9Y 1V5**

Attn: Derek Crawford

Dear Mr. Crawford

**RE: Orillia Courthouse – Perimeter Drainage Study  
Project # 1019245-210268  
Vendor Performance Scorecard (VPS)  
Legal Name of Company: Greenland International Consulting Ltd.  
Vendor Number:**

Pursuant to Ontario Realty Corporation's (ORC) Contractor Performance Policy, enclosed herewith is your completed Vendor Performance Scorecard (VPS) for the above noted project.

You are requested to respond within thirty (30) days. The start of the thirty (30) calendar day period will commence on March 12, 2014.

If a response is not received by April 11, 2014, the score provided on the attached Vendor Performance Rating (VPR) will be entered into the Contractor Information Management System (CIMS).

If you are dissatisfied with or would like to dispute the final VPR and Scorecard you may request in writing a review by the Project Manager managing the Contract within thirty (30) calendar days of receipt of the final VPR scorecard.

More detailed information regarding the evaluation process is set out in the Vendor Performance Program dated June 2, 2010 located on Infrastructure Ontario's web site [www.infrastructureontario.ca](http://www.infrastructureontario.ca).

Enquiries related to this VPS should be directed to Gerard Leavitt, Project Manager at 705-345-4450.

Yours truly,

**Gerard Leavitt, MHPM Project Managers Inc.**

Encl: Vendor Performance Scorecard

Copy: ORC Strategic Sourcing Department

## APPENDIX C

# VENDOR PERFORMANCE SCORECARD

**Contract Reference #:** 1019245-210268 **Vendor Number:**  
**Contract Description:** Orillia Courthouse - Perimeter Drainage Study  
**Legal Name of Vendor:** Greenland International Consulting Ltd.  
**Vendor Address:** 120 Hume St. Collingwood, ON L9Y 1V5

### RATING LEGEND\*

- 1 Consistently falls far below expectations (-0-25% of expectations met)  
Provided if performance jeopardized the achievement of Contract requirements, despite additional oversight.
- 2 Frequently misses expectations (-25- 50%)  
Provided if there are a number of performance issues that required additional (ORC/PMSP) oversight to ensure that performance was maintained to meet Contract requirements.
- 3 Mostly meets expectations, but sometimes misses expectations (-75-99%)  
Provided if there are very minor performance issues and the Vendor has otherwise met the Contract requirements.
- 4 Consistently meets expectations (100% of requirements)  
Provided if there are no performance issues, and the Vendor has met the Contract requirements.
- 5 Exceeds expectations.  
Provided if the Vendor has demonstrated a performance level in measurable excess of Contract requirements.

**\*REFER TO THE APPLICABLE VENDOR PERFORMANCE SCORECARD GUIDE**

1.0 QUALITY	Rating
1.1 Rate the Vendor's performance in accordance with the contract / project specifications and compliance with applicable ORC standards (e.g. Building Sustainability Standards, Accessibility, etc.).  <b>Comments: Greenland's performance was in accordance to IO Standards.</b>	<b>4</b>
1.2 Rate the competency of staff that provided the goods / services.  <b>Comments: Greenland's Staff were competent and did good work.</b>	<b>4</b>
1.3 Rate the Vendor's ability to meet the delivery commitments based on the approved project / deliverable schedule.  <b>Comments: Greenland's performed as expected. Project was completed on time.</b>	<b>4</b>

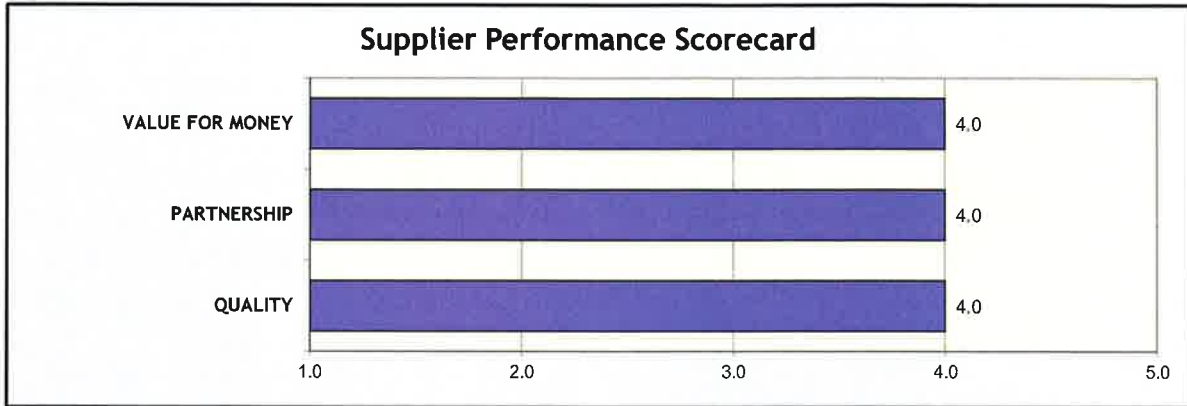
2.0 PARTNERSHIP	Rating
2.1 Rate the Vendor's performance in terms of ease of doing business with.  <b>Comments: Greenland's staff were very professional and accomodated every aspect of the project.</b>	<b>4</b>
2.2 Rate the Vendor's management capability in terms of issue identification, problem resolution, availability and visibility. <b>Comments: Greenland had completed a project that was very similar to this study. Their experience expedited some minor camera issues with the sub-trade, with no impact to the schedule.</b>	<b>4</b>
2.3 Rate the Vendor's performance in terms of identifying and implementing innovative ideas and advice throughout the term of the contract. <b>Comments: Greenland was instrumental in quickly identifying any problems and fixing any issues that arose at each site test, Communication was immediate.</b>	<b>4</b>

3.0 VALUE FOR MONEY	Rating
3.1 Rate the performance of the supplier relative to the contracted cost for the goods or services received?  <b>Comments: Greenland performed well and was worth the overall contracted cost.</b>	<b>4</b>

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Legal Name of Vendor: Greenland International Consulting Ltd.  
Vendor Address: 120 Hume St. Collingwood, ON L9Y 1V5



DATE SPAR PREPARED: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_  
NAME: \_\_\_\_\_ SIGNATURE

DATE SPAR APPROVED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
NAME: \_\_\_\_\_ SIGNATURE

**VENDOR COMMENTS:**

Working with MHPM has been a positive experience. Project expectations and requirements are clearly defined and project management staff are responsive and supportive when questions arise. Our Greenland Team look forward to the next opportunity to work with MHPM and Infrastructure Ontario to provide further consulting services.

VENDOR ACCEPTANCE DATE: 03/13/14 ACCEPTED BY: \_\_\_\_\_  
NAME: R. Mark Palmer, P.Eng. SIGNATURE

DATE ENTERED INTO VENDOR INFORMATION MANAGEMENT SYSTEM (SIMS): \_\_\_\_\_