



Hog Farm Transition Program

REVISED BIDDING INSTRUCTIONS

1. Bidding is the second Program step. Producers must first register with Welch LLP, the Program Administrator, in order to obtain a Bid Package which will allow them to submit bids for Program Payments. **Producers are not able to submit a bid if they have not previously registered and been accepted under the Program by the Administrator.**
2. Please read the Technical Overview and the Program Terms and Conditions found in Appendix 2 of the Registration Package.
3. Funds available for Program Payments are limited to \$75,000,000 (\$37,500,000 in 2009-2010 and \$37,500,000 in 2010-2011) made available to Registered Producers by the Minister of Agriculture and Agri-Food Canada.
4. The total funds available will be divided into separate pools which will be made available for each Bid Window.
5. The Bid Package consists of 3 parts: a letter confirming Registration acceptance, a Bid Form (including a unique Bid Number) and Appendix 4 – “Fund Allocation Agreement”.
6. The Bid Package will be sent to Registered Producers via e-mail or fax. The Bid Package will be sent via Express Post if an electronic address or fax number is not provided by the Registered Producer.
7. **Registered Producers must only use the Bid Form provided by the Administrator to submit a bid. No other version of the Bid Form will be accepted.**
8. **Registered Producers may initially submit their bids via email or by fax but must submit an ORIGINAL signed and completed Bid Form. Bids must be faxed or e-mailed to:**
 - a. **Fax #: 1 888 334 6618**
 - b. **E-Mail: hftp@welchllp.com**
9. **Registered Producers having submitted bids via email or fax are required to submit original forms and supporting documents in accordance with the Bid Instructions within 5 business days after the Bid Window deadline.**
10. **Each Bid Form and unique Bid Number can be used only once.** Each Bid Form has a unique Bid Number and can only be used by the producer to whom it has been issued. Bid forms cannot be shared by producers.
11. **Each Bid Form can only be used for intended Bid Window.** Once the Bid Window deadline passes, the Bid Form and Bid Number are no longer valid. The Bid Window date will be pre-printed on the Bid Form by the Administrator. A new Bid Form and Bid Number will be issued to all Registered Producers for each Bid Window.
12. For Registered Producers that did not submit a bid for any previous Bid Window, they will be provided with a new Bid Form and Bid Number for the next Bid Window.
13. **Bids will be validated by the Administrator if:**
 - a. The Bid Form provided by the Administrator is used;
 - b. The Bid Number has not been previously validated;
 - c. The Bid Form includes the Total Bid Value, \$/AUE value and is **signed by the Producer**;
 - d. Appendix 4 – “Fund Allocation Agreement”, if required (see 12 below), is provided with the Bid Form; and
 - e. The original Bid Form is **received** by the Administrator before the Bid Window deadline.

- 14.** Appendix 4 – “Fund Allocation Agreement” must be provided by Registered Producers in the following circumstances:
- a.** the Registered Producer’s operation includes a rented, leased or contracted Barn(s); **AND**
 - b.** the Barn owner(s) has agreed to idle the Barn(s) under the terms of this program.
- 15. The FINAL Bid Window deadline is 2pm EST, March 10th, 2010. The estimated value of this final tender is approximately \$14 million.**
- 16.** Producers are encouraged to use the online bid calculator at www.cpc-ccp.com to determine their bid value. A Bid Comparison Methodology document is also available at this site.
- 17.** An Animal Unit Equivalent (“AUE”) has been calculated by the Administrator and included on the Registered Producer’s Bid Form. The AUE will be used to compare bids among those tendered. Payments will be awarded to the lowest Dollar per AUE (“\$/AUE”) value first followed by successively higher bids until the funds for each tender are exhausted.
- 18.** Producers will be advised in writing via fax/email whether or not their bid was successful within 5 business days of the closure of the Bid Window. The Administrator will also provide some information regarding overall tender results including average accepted bid, number of bidders and number of successful bidders.
- 19.** Upon receiving confirmation from the Administrator that a bid was successful, and if the Registered Producer abides by all of the Program terms and conditions, successful bidders will receive a payment equivalent to the Total Bid Value included on the Bid Form, subject to any adjustments as required by the Administrator.
- 20.** Successful bidders are not eligible to submit bids for future Bid Windows, if any.
- 21.** Successful bidders will be expected to depopulate their Barn(s) in accordance with the timelines established in Article E of the Technical Overview.
- 22.** The ORIGINAL Bid Form and Fund Allocation Agreement (if applicable) must be sent via Express Post, courier, registered mail to the following address:
- Hog Farm Transition Program
c/o Welch LLP
1200-151 Slater Street
Ottawa, ON
K1P 5H3**
- 23. It is the Registered Producer’s responsibility to ensure the Bid Form and Fund Allocation Agreement (if applicable) are received by the Administrator before the Bid Window deadline.**

For further information, please contact the Program Administrator at 1-888-368-4023.