BCFerries

CONTRACTOR PERFORMANCE EVALUATION REPORT FORM

Contract No.:	Project No.:		
Contract Description:			
Firm's Legal Name:		Firm's Operating Name – ☐ Same as Legal Name, or:	
Firm's Complete Mailing Address:			
CONTRACT OWNER / FACILITATOR		**CONTRACT INFORMATION**	
Name:		Contract Award Amount:	Contract Award Date:
Telephone No.: ( ) -	Fax No.:	Interim Amount:	Interim Completion Date:
E-mail Address:		Final Amount:	Final Completion Date:
The following criteria are to be assessed by considering, at minimum, the considerations listed in Annex A.		No. of Amendments:	

QUALITY AND ACCURACY OF THE WORK	**CATEGORY**	**RATING**	**POINTS**
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	
TIMELINESS			
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	
COST CONTROL			
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	
PROJECT MANAGEMENT / ADMINISTRATION			
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	
INVOICING			
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	
HEALTH AND SAFETY			
Comments:	Unacceptable	0	
	Not Satisfactory	1	
	Improvement Needed	2	
	Meets Expectations	3	
	Exceeds Expectations	4	
	Superior / Exceptional	5	
	Not Applicable	N/A	

General Comments:

BCF Evaluator			
Name:	Title:	Signature:	Date:
BCF Authorization			
Name:	Title:	Signature:	Date:

ANNEX A – MINIMUM CRITERIA CONSIDERATIONS

QUALITY AND ACCURACY OF THE WORK

This is the rating of the quality of the work. The following items should be considered:

Project Objectives:
- Understanding of the project objectives and constraints, as evidenced by Project Deliverables

Problem Solution Approach:
- Thoroughness of and logical approach in problem analysis and exploration of alternatives
- Comprehensive investigation work and logical analysis
- Functional/technical requirements: effectiveness of concept in providing for functional and technical requirements: including flexibility and expansion

Solution and Presentation:
- Firm and substantiated recommendations
- Clarity of presentation
- Quality of working documents (completeness, accuracy, co-ordination)

Customer Interface:
- Responsiveness to BCF input

Process Compliance:
- Coverage of all aspects of process (all technical issues addressed, approval authorities, departmental and the Corporation's procedures etc.)

TIMELINESS

This is the rating of time planning and schedule control during the life of the project. Consideration must be given to conditions beyond the firm's control including BCF/BCF Contractor Performance. The Contract Manager is to consider whether the following was provided:

- Timely and accurate contract administration and progress reporting
- On-schedule delivery of services in every stage
- Effective effort to meet the scheduled milestone and completion dates as stipulated in the contract
- Timeliness of estimating and cost plan monitoring

COST CONTROL

This is the rating of the quality of cost planning and control during the life of the project. The following items should be considered:

- Management of the Contractor services compared to the Contractor's original proposal, including:
  * scope changes
  * cost changes
  * regulatory changes.
- Management of the design within BCF's original project budget

Construction Costs (if applicable):
- Consultant's final project estimate vs. construction contract award amount
- Application of value engineering to design decisions if applicable
- Appropriate balance of cost between building elements
- Final construction contract value vs. final consultant estimate (project cost growth related to the original design quality)

PROJECT MANAGEMENT / ADMINISTRATION

This is the rating of how the project was managed and administered including the project delivery and overall service. The extent to which the firm takes charge of and effectively manages the work has a direct effect on the inputs required of the Client. Consideration should be given to:

- Contract administration – correctness
- Delivery of a comprehensive, reliable and effective service in a responsive, orderly and "surprise free" manner
- Appropriate understanding of the Contractor's role, within the context of the Client's operating environment and objectives and of the needs of the project
- Management of Contractor's team: leadership, efficiency, fairness, and ensuring proper level of service
- Co-ordination of sub-contractors, if applicable
- Sensitivity of external factors: awareness of current conditions in the industry and in the local community, and use of this information for the benefits of the project
- Adherence to BCF PMO Methodology and Standards.

INVOICING

This is the rating of the invoice accuracy, clarity, and adherence to the contract / PO:

- Accuracy and clarity of all support documentation and information required to process payment of invoice.
- Timely submission of invoices.
- Adherence to mutually agreed system work processes (ImageNow, EFT, iSupplier, etc.)

HEALTH AND SAFETY

This is the rating of the effectiveness to which the Contractor managed and administered the occupational health and safety quality of tender and construction phase services. The following items should be considered:

- Compliance with BCF's Contractor's Safety Requirements
- Compliance with OHSA requirements
- Adherence to environmental, (non-OHSA) safety requirements, and other laws and policies.