

# Contractor Evaluation Form



<b>Contractor:</b>	<b>Contract No.:</b>	<b>Date:</b>
<b>Contract Title/Description:</b>		
<b>Contract Manager:</b>	<b>Location:</b>	<input type="checkbox"/> <b>Final</b> <input type="checkbox"/> <b>Interim #</b>

**LEGEND:**

**U** = Unacceptable (0%), **I** = Improvement Required (15%), **ME** = Meets Expectations (20%), **EE** = Exceeds Expectations (25%)

<b>I. Quality – Contract Standards and Specifications</b>	<b>U</b>	<b>I</b>	<b>ME</b>	<b>EE</b>	<b>Weight 25%</b>
<p>This section rates the quality of the workmanship with which a product (e.g. material, equipment) is made or a job done. At final completion of the work the quality must meet the requirements set out in the plan and specifications.</p> <p>Considerations include:</p> <ul style="list-style-type: none"> <li>• The contractor’s compliance with any quality provisions outlined in the drawings and specification.</li> <li>• Quality of work (minimum rework, quality control, etc.).</li> <li>• Prompt and effective correction of any defective work.</li> <li>• The quality of workmanship provided by other contractors on similar projects in the same or similar facility.</li> <li>• The consideration of improved and innovative approaches to meeting requirements.</li> </ul>					
<b>II. Health, Safety, and Environment – Laws and Standards</b>	<b>U</b>	<b>I</b>	<b>ME</b>	<b>EE</b>	<b>Weight 25%</b>
<p>This section rates the effectiveness of how the occupational health, safety, and environmental provisions were managed and administered. Provisions include both those specified in the contract as well as the provincial/territorial legislation and others as applicable (e.g. by-laws).</p> <p>Considerations include:</p> <ul style="list-style-type: none"> <li>• Provided a copy of its health and safety program and site specific hazard assessment prior to commencement of the work.</li> <li>• Cooperation and a timely response to any non-conformance safety/environment issues noted by the Owner or the Authority having Jurisdiction.</li> <li>• Occurrences of safety incidents (e.g. injuries) or the issuing of HSE infraction notices.</li> <li>• Providing a competent superintendent who is qualified in health and safety matters because of their knowledge, training, and experience and knowledgeable in the NL OHS Act and Regulations.</li> <li>• Providing qualified and competent workers with sufficient training to allow them to perform their work in a safe and environmentally responsible manner.</li> <li>• Contractor's ability to ensure subcontractor safety/environmental compliance.</li> <li>• Positive attitude toward safety and active implementation of the health and safety plan/program.</li> </ul>					
<b>III. Execution – Work Performance</b>	<b>U</b>	<b>I</b>	<b>ME</b>	<b>EE</b>	<b>Weight 25%</b>
<p>This section rates the how the contract was managed and administered in accordance with the provisions expressed in the contract specifications.</p> <p>Considerations include:</p> <ul style="list-style-type: none"> <li>• Acceptance and understanding of scope. Scope improvements/efficiencies.</li> <li>• Resource and procurement readiness and delivery.</li> <li>• Pre-job planning, readiness, documentation, and deliverables.</li> <li>• Adherence to schedule and identified milestones.</li> <li>• Daily communication and coordination of work for the purpose of ensuring health and safety on the worksite.</li> <li>• Maintained up-to-date project documentation and work plans.</li> <li>• Satisfactorily maintained good housekeeping at the workplace during the work and at project completion.</li> <li>• Employee management (adequate qualified supervisor, workers, and subcontractors).</li> <li>• Removal of materials, waste and site remediation.</li> <li>• Demonstrates a clear understanding of roles and responsibilities.</li> </ul>					

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IV. Project Management – Work Plan and Management	U	I	ME	EE	Weight 25%
<p>This section rates how the project as described in the drawings and specifications was managed including co-ordination, quality control, contract management (front end compliance), effective schedule development and implementation.</p> <p>Considerations include:</p> <ul style="list-style-type: none"> <li>• Documentation management (i.e. invoicing, Inspection Test Plan (ITP), qualifications, safety, turnover records, all pertinent correspondence, etc.).</li> <li>• The number and type of changes to project scope, schedule, and budget.</li> <li>• Timely invoicing as per the contract specifications.</li> <li>• Submitted complete records and documentation during bid and prior to work.</li> <li>• Effective and timely communication with relevant parties.</li> <li>• Coordination of work with workers, subcontractors, Nalcor representatives, and other stakeholders.</li> <li>• Claims and extras.</li> <li>• Realistic schedule that considers conditions beyond the contractor’s control e.g. weather, material/equipment supply challenges, labour issues, etc.</li> <li>• Project risks were identified and effectively managed.</li> </ul>					
<b>TOTAL SCORE:</b>					
<b>DID THE CONTRACTOR ‘MEET EXPECTATIONS’ (i.e. scored ≥20%) FOR HEALTH, SAFETY, AND ENVIRONEMENT (YES/NO):</b>					

*If the contractor did not ‘MEET EXPECTATIONS’ in any section above, please provide details.*

**Contract Manager’s Comments:**

**Contractor’s Comments:**

Name (Please Print)	Signature	Date
<b>Contract Manager:</b>		
<b>Contractor’s Management:</b>		