**Contractor Performance Evaluation Form**

**Contractor and Project Details
Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Project Start and End Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Evaluation**

1. **Project Planning and Organization:**
	* **Did the contractor effectively plan and organize tasks?
	☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor**
	* **Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Quality of Execution:**
	* **Rate the overall quality of the completed work.
	☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor**
3. **Client Satisfaction:**
	* **How satisfied were the clients with the contractor’s work?
	☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied**

**Adherence to Budget and Resources**

| **Category** | **Stayed Within Budget** | **Exceeded Budget** | **Efficiently Used Resources** |
| --- | --- | --- | --- |
| **Labor Costs** | **☐** | **☐** | **☐** |
| **Materials and Supplies** | **☐** | **☐** | **☐** |
| **Equipment Usage** | **☐** | **☐** | **☐** |

**Recommendations for Future Work**

* **Specific suggestions for improvement or acknowledgment of strong performance:**

**Signature of Evaluator
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**