

Vendor

Primary Contact

Number

Name

Current Status:

Current Rating

Requisitioner

Supervisor

Contract Award Date

Date of Evaluation

Vendor can see comments

Vendor can see attachments

Attachments

Evaluation Criteria	Evaluation Assessment	Comments
<p>Project Management</p> <p>A) Minutes of meetings were recorded as required and distributed to City and Project Team on time.</p> <p>B) Invoices submitted were clear, accurate and on time.</p> <p>C) The deliverable or project progressed and/or was completed to the quality standards as expected or articulated in the contract. A constructible design was produced.</p> <p>D) All Terms Of Reference were adhered to as per the contract.</p> <p>E) A proactive approach was taken in delivering the work plan, offering innovative ideas and advice on the project.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p> </p> <p>Manager Comments</p> <p> </p> <p>Purchasing Representative Comments</p> <p> </p> <p>Purchasing Manager Comments <b>Required</b></p> <p> </p> <p>Vendor Comments</p> <p> </p>
<p>Scope Management</p> <p>A) Flexibility was demonstrated in working with City and in refining scope as project progressed.</p> <p>B) Requests for change orders were infrequent and were always substantiated with proper and accurate information.</p> <p>C) Timely corrections of errors and omissions was always carried out.</p> <p>D) Need for additional work was identified and discussed early enough to permit the processing of change orders prior to being carried out.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p> </p> <p>Manager Comments</p> <p> </p> <p>Purchasing Representative Comments</p> <p> </p> <p>Purchasing Manager Comments <b>Required</b></p> <p> </p>

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<p>E) Problem areas were recognized, and recommendations were developed and proposed early in the project.</p> <p>F) Contract documents submitted were accurate and complete.</p>		<div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
<p>Schedule Management</p> <p>A) Work was efficiently planned and organized.</p> <p>B) Scheduling and work plans were always provided as required by the contract.</p> <p>C) Timely updates regarding milestone completions were always provided as required.</p> <p>D) The required documentation / report(s) were submitted as required under the contract; on time and on schedule.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Project Lead Comments <span style="background-color: #c00; color: white; padding: 2px 5px;">Required</span></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Purchasing Representative Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Purchasing Manager Comments <span style="background-color: #c00; color: white; padding: 2px 5px;">Required</span></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
<p>Cost Management</p> <p>A) Contract was carried out within cost and budget.</p> <p>B) No unreasonable extras or claims for work or money were submitted (i.e. due in part to the lack of workmanship or co-ordination of the Consultant).</p> <p>C) Competitive change order pricing was provided.</p> <p>D) All financial aspects of the project were effectively monitored and tracked.</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Project Lead Comments <span style="background-color: #c00; color: white; padding: 2px 5px;">Required</span></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Manager Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Purchasing Representative Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Purchasing Manager Comments <span style="background-color: #c00; color: white; padding: 2px 5px;">Required</span></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Vendor Comments</div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
<p>Contract Administration</p> <p>A) Appropriate review and scrutiny was given to the contractor's change notice</p>	<p><input type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Project Lead Comments <span style="background-color: #c00; color: white; padding: 2px 5px;">Required</span></div> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>

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<p>pricing.</p> <p>B) Contractor documentation was reviewed and responded towards in a timely manner. E.g. shop drawings, RFIs, changes, change orders, site instructions, etc.</p> <p>C) Contractor invoices were certified in a timely manner.</p> <p>D) The PM was aware of all site issues as they occurred and attended to deal with matters in a timely manner.</p> <p>E) Contract administration: deficiency list was clear, concise, thorough and appropriate follow up was provided.</p>	<p><input checked="" type="radio"/> Unacceptable</p>	<p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Project Team</p> <p>A) Project Manager took an active role and participated in the project as documented in the proposal.</p> <p>B) Project Team was appropriately resourced to carry out Project.</p> <p>C) Changes to the Project Team members were communicated to the City and approval was sought prior to implementing the change.</p> <p>D) The project team demonstrated the practical knowledge, experience and competence to successfully complete the project.</p> <p>E) Sufficient corporate support was provided to ensure the success of the project. E.g. involvement of senior management, the Principal-In-Charge, quality assurance practices, etc.</p>	<p><input checked="" type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p> <p>Vendor Comments</p>
<p>Customer Service and Communications</p> <p>A) Open and effective communication between the City and its Project Manager was always maintained and carried out in a timely manner.</p> <p>B) Character and conduct of the Project team was always positive and professional in their dealing with internal and external stakeholders.</p> <p>C) Conclusive answers and direction were provided in carrying out the contract.</p>	<p><input checked="" type="radio"/> Good</p> <p><input type="radio"/> Satisfactory</p> <p><input type="radio"/> Marginal</p> <p><input type="radio"/> Unacceptable</p>	<p>Project Lead Comments <b>Required</b></p> <p>Manager Comments</p> <p>Purchasing Representative Comments</p> <p>Purchasing Manager Comments <b>Required</b></p>

Evaluation Criteria	Evaluation Assessment	Comments
		<div data-bbox="818 121 1541 142" style="border: 1px solid #ccc; height: 10px;"></div> <div data-bbox="818 170 1541 228" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Vendor Comments</div> <div data-bbox="818 233 1541 279" style="border: 1px solid #ccc; height: 22px;"></div>
<p data-bbox="82 327 240 352"><b>Health and Safety</b></p> <p data-bbox="82 373 435 464">A) Regulatory health and safety procedures were followed. E.g. OSHA, etc. Manual submitted upon request.</p> <p data-bbox="82 470 407 527">B) Compliance with all other laws or by-laws applicable.</p> <p data-bbox="82 533 407 653">C) All documentation, equipment, protective personal equipment, traffic control, trench protection, etc., requirements were followed.</p> <p data-bbox="82 659 380 716">D) Staff were competent and fully trained.</p>	<p data-bbox="451 327 526 352"><input type="radio"/> Good</p> <p data-bbox="451 365 578 390"><input type="radio"/> Satisfactory</p> <p data-bbox="451 403 553 428"><input type="radio"/> Marginal</p> <p data-bbox="451 441 597 466"><input type="radio"/> Unacceptable</p>	<div data-bbox="818 327 1541 386" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Project Lead Comments <span style="background-color: #c00; color: white; padding: 0 5px; font-weight: bold;">Required</span></div> <div data-bbox="818 390 1541 436" style="border: 1px solid #ccc; height: 22px;"></div> <div data-bbox="818 464 1541 522" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Manager Comments</div> <div data-bbox="818 527 1541 573" style="border: 1px solid #ccc; height: 22px;"></div> <div data-bbox="818 600 1541 659" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Purchasing Representative Comments</div> <div data-bbox="818 663 1541 709" style="border: 1px solid #ccc; height: 22px;"></div> <div data-bbox="818 737 1541 795" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Purchasing Manager Comments <span style="background-color: #c00; color: white; padding: 0 5px; font-weight: bold;">Required</span></div> <div data-bbox="818 800 1541 846" style="border: 1px solid #ccc; height: 22px;"></div> <div data-bbox="818 873 1541 932" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px;">Vendor Comments</div> <div data-bbox="818 936 1541 982" style="border: 1px solid #ccc; height: 22px;"></div>
<p data-bbox="82 1037 253 1062">General Comments</p>		<div data-bbox="818 1037 1541 1083" style="border: 1px solid #ccc; height: 22px;"></div>
<p data-bbox="82 1129 250 1155">Vendor Comments</p>		<div data-bbox="818 1129 1541 1176" style="border: 1px solid #ccc; height: 22px;"></div>