


MCPE Criterion List  
City of Toronto – Sample Only

### Management Consultant Performance Evaluation Criterion

This document contains a sample Management Consultant Performance Evaluation (MCPE) with all criterion fields ranked. A [long description](#) for this image and the corresponding list of the criterion in this image is found at the end of this document.

#### Sample of Completed MCPE

Figure 1: A completed Management Consultant Performance Evaluation with ranked criterion fields.

 <b>Management Consultant Performance Evaluation</b> <small>version 5.0 - August 18, 2021</small>		<input type="checkbox"/> Final <input checked="" type="checkbox"/> Interim # <span style="float: right;">Feb 22-23</span> DATE:					
CONSULTANT: ABC Management Consultant							
PROJECT NAME: Management Consultant Project for the City of Toronto							
DESCRIPTION: Management Consultant Work		<b>Ranking</b>					
CONTRACT No.: 6xxxxx	START DATE: Jan 01-22	<small>For definitions refer to Tab 3 - MCPE Backup</small>					
CONTRACT VALUE: \$1,000,000	COMPLETION DATE: Dec 31-22	U	I	ME	EE	EX	N/A
<b>A. ADMINISTRATION &amp; INTEGRATION</b>		sub-score		60%		Weight 25%	
1. The Consultant demonstrated strong leadership, including acknowledging and responding to feedback provided by City's senior management. The Consultant provided timely communication and responded to questions by the City staff. The Consultant demonstrated transparency in engaging and providing information to the City staff as appropriate. Any changes or risks to the delivery schedule and rationale for the change or risk were communicated well in advance of the deadline.				✓			
2. The engagement of City/non-City related stakeholders/entities, and/or the general public was robust and appropriate.				✓			
3. The Consultant conducted work within the allocated contract value. Appropriate cost-control and risk mitigation strategies were utilized by the Consultant in performing project/service.				✓			
4. The Consultant took accountability for the work performed. The Consultant adhered to applicable City policies, by-laws and provincial and/or federal legislation in conducting the work.				✓			
<b>B. WORK PLANNING &amp; PERFORMANCE</b>		sub-score		60%		30.0%	
1. Adequate resources, including staff, were provided to the project.				✓			
2. Analysis, options, service and/or recommendations provided are based on evidence, research and/or strategic analysis.				✓			
3. The Consultant took an effective, methodological or a logical approach in assessing, analyzing and determining the root cause of the issue(s)/ problem(s). The most efficient and effective methods were used by the Consultant to perform the work. The current state assessment was adequate for the initiation of the project. (e.g. Background/historical review of current environment)				✓			
4. The Consultant managed the scope of the project effectively. The work provided by the Consultant demonstrates a firm understanding of project objectives.				✓			
<b>C. TIME MANAGEMENT</b>		sub-score		60%		15.0%	
1. Overall the Consultant managed the delivery of the work in a timely manner and delivered the work on agreed upon timelines. The Consultant developed a work-plan and a delivery schedule that identified the key milestones/components of the project. The work was started and completed on time.				✓			
2. Invoices submitted on schedule and align with the work performed. There were minimal purchase order amendments as a result of the actions of the Consultant.				✓			
3. The Consultant utilized City staff's time effectively and appropriately.				✓			
4. Timely and accurate reporting on the progress/status of the work and timelines were provided throughout the project by the Consultant.				✓			
<b>D. QUALITY/ PRODUCT MANAGEMENT</b>		sub-score		60%		Weight 30.0%	
1. Overall, the work/service performed by the Consultant is of high-quality, reliable and supports the overall objectives of the project.				✓			
2. The work of the Consultant is free of errors and/or miscalculations				✓			
3. The solutions and/or recommendations provided by the Consultant were creative, relevant and appropriate to address the identified issue/problem.				✓			
4. Any assumptions made by the Consultant were validated or are reasonable for the work undertaken.				✓			
5. The individual that performed the work had the skills and knowledge to undertake the work. The Consultant utilized and employed appropriate techniques in managing the project. The consultants/experts that were identified in the proposal performed the work.				✓			
				<b>60%</b>		<b>Total Score (weighted)</b>	

	Name	Signature	Date
Project Manager:			
Manager:			
Director: <small>(required for Final only)</small>			

NOTE: If the consultant disagrees with this evaluation, they are to submit its objections in writing with supporting evidence within five (5) business days to the Division Manager (for Interim Reports) or to the Division Director (for Final Reports)

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### **Long Description and Criterion**

The Management Consultant Performance Evaluation contains various fields to document the consultant, or the Supplier's name, and key details about the contract the consultant is working on. Beneath this information is a list of criteria that can be ranked with certain letter values. The rankings correspond to percentage scores as described on [the City of Toronto's website](#). The list of criteria, separated into four sections, can be found below in this document.

### **A. Administration & Integration**

1. The Consultant demonstrated strong leadership, including acknowledging and responding to feedback provided by City's senior management. The Consultant provided timely communication and responded to questions by the City staff. The Consultant demonstrated transparency in engaging and providing information to the City staff as appropriate. Any changes or risks to the delivery schedule and rationale for the change or risk were communicated well in advance of the deadline.
2. The engagement of City/non-City related stakeholders/entities, and/or the general public was robust and appropriate.
3. The Consultant conducted work within the allocated contract value. Appropriate cost-control and risk mitigation strategies were utilized by the Consultant in performing project/service.
4. The Consultant took accountability for the work performed. The Consultant adhered to applicable City policies, by-laws and provincial and/or federal legislation in conducting the work.

### **B. Work Planning & Performance**

1. Adequate resources, including staff, were provided to the project.
2. Analysis, options, service and/or recommendations provided are based on evidence, research and/or strategic analysis.
3. The Consultant took an effective, methodological or a logical approach in assessing, analyzing, and determining the root cause of the issue(s)/ problem(s). The most efficient and effective methods were used by the Consultant to perform the work. The current state assessment was adequate for the initiation of the project (e.g. Background/historical review of current environment).
4. The Consultant managed the scope of the project effectively. The work provided by the Consultant demonstrates a firm understanding of project objectives.

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**C. Time Management**

1. Overall, the Consultant managed the delivery of the work in a timely manner and delivered the work on agreed upon timelines. The Consultant developed a work-plan and a delivery schedule that identified the key milestones/components of the project. The work was started and completed on time.
2. Invoices submitted on schedule and align with the work performed. There were minimal purchase order amendments as a result of the actions of the Consultant.
3. The Consultant utilized City staff's time effectively and appropriately.
4. Timely and accurate reporting on the progress/status of the work and timelines were provided throughout the project by the Consultant.

**D. Quality / Product Management**

1. Overall, the work/service performed by the Consultant is of high-quality, reliable and supports the overall objectives of the project.
2. The work of the Consultant is free of errors and/or miscalculations.
3. The solutions and/or recommendations provided by the Consultant were creative, relevant, and appropriate to address the identified issue/problem.
4. Any assumptions made by the Consultant were validated or are reasonable for the work undertaken.
5. The individual that performed the work had the skills and knowledge to undertake the work. The Consultant utilized and employed appropriate techniques in managing the project. The consultants/experts that were identified in the proposal performed the work.