Contractor Performance Evaluations Criterion

This document contains a sample Contractor Performance Evaluation (CPE) with all criterion fields ranked. A <u>long description</u> for this image and the corresponding list of the criteria in this image is found at the end of this document.

Sample of Completed CPE

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

TORONTO Contractor Performance Evaluation version 1.5 - May 15, 2023						✓ Final ☐ Interim #				
						DATE: Feb 22/24				
CONTRACTOR:	ABC SUPPLIER									
PROJECT NAME:	TEST PROJECT									
DESCRIPTION:	PROJECT FOR TEST PURPOS	SES					Ran	king		
CONTRACT No.:	6000000									
CONTRACT VALUE					1					
(\$): 123,456 START DATE: Jan 24/23					For definitions refer to Page 2					
CONTRACT SPEND					u		ME	EE	EX	N/A
(i.e 6m = 6.00):	122,50		COMPLETION DATE: Fe				m			
	FETY & COMPLIANCE			sub-score	80	1%			Welght	25.1
	comply with OHSA, Regulat							1		
	comply with contract specifi							/		
	ws, Employment Standards,				B R	104			Welght	25.5
QUALITY - Compliance with Contract Standards & Specifications Sub-score Did the contractor comply with standards and specifications in the contract?					00	70		✓	weight	25.1
2. Was the quality throughout the project in compliance with the contract?							-	· ·	\vdash	<u> </u>
Was the quality throughout the project in compliance with the contract: Did the contractor promptly & effectively correct defective work as the project progressed?							· /			_
C. ORGANIZATION - Work Plan & Management sub-score					67	'96	•		Weight	11.4
Did the contractor submit a satisfactory baseline schedule in compliance with the contract?							V			
2. Did the contractor commence the work on time?								✓	\vdash	Т
Did the contractor submit accurate and timely schedule updates in accordance with the contract?							✓			
Did the contractor staff and resource the project in compliance with the contract?								✓		
5. Did the contractor	provide effective site superv	vision?					√			
Did the contractor effectively coordinate and manage the work of its subcontractors?							V			
	decision-making authority re							✓		
	r submit timely, relevant requ						V			
	ngs submitted according to s	hop drawing schedule and i	in compliance with the con				✓.			00.
	Work Performance	and the second second		sub-score	50	70	-		Welght	23.4
Did the contractor achieve substantial performance and complete the project on time? Did the contractor follow the approved schedule and meet milestones?					-	_	V		\vdash	_
Did the contractor provide effective quality control?						*	/			_
Did the contractor keep the site clean and free of trash and debris in compliance with the contract? Protecting those on site							•			_
4. and the public (including pedestrians and those with disabilities)							·			
5. Did the contractor promptly comply with change orders, change directives, site instructions?							^			
Did the contractor seek authorization to perform extra or additional work?						V				
	adequately address dispute			iowledge?			✓			L
	g items accurate, complete a	and submitted/performed on	1 time?		_			_		
	schedules or work plans				_	✓		l		_
8.2 Accurate and complete record documents (as-builts)								-		
8.3 Traffic Management Plan / Traffic Control Plan (including protecting pedestrians and those with disabilities)					-		_			_
		Plan (including protecting p	pedestrians and those with	disabilities)			V			Ė
8.4 Secure and/o	r closed applicable municipa	Plan (including protecting p al permits	pedestrians and those with	disabilities)				✓		Ė
8.4 Secure and/o 8.5 Startup testin	r closed applicable municipa g and commissioning reports	Plan (including protecting p al permits s		disabilities)			\ \ \	√		
8.4 Secure and/o 8.5 Startup testin 8.6 Operations to	r closed applicable municipa g and commissioning reports aining plan and maintenance	Plan (including protecting p al permits s e manuals and closeout doc		disabilities)	6.5	%			Welght	15.0
8.4 Secure and/o 8.5 Startup testing 8.6 Operations to ADMINISTRA	r closed applicable municipa g and commissioning reports aining plan and maintenance IION - Customer Servi	Plan (including protecting pal permits semanuals and closeout docce & Diligence	xuments	sub-score	65	i%			Welght	15.0
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8.4 Secure and/o 8.5 Startup testin 8.6 Operations to ADMINISTRA Did the contractor 1. (including public a 2. Did the contractor	r closed applicable municipa g and commissioning reports aining plan and maintenance ION - Customer Servit communicate, cooperate, co and those with disabilities)?	Plan (including protecting particles of part	cuments administrator, project tean	stio-score n & all stakeholders	65	5%	\ \ \ \ \		Weight	15.0
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CPE Criterion List

Long Description and Criteria

The Contractor Performance Evaluation contains various fields to document the Contractor or Supplier's name, and key details about the contract the Contractor 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 five sections, can be found below in this document.

A. Health & Safety & Compliance - Laws & Standards

- 1. Did the contractor comply with OHSA, Regulations and other legal H&S requirements? (TSSA, ESA, HTA, etc.)
- 2. Did the contractor comply with contract specific H&S requirements and other legal requirements such as WSIA, Environmental Laws, Employment Standards, AODA, OTM Book 7, By-Laws, Industry Best Practices, Standards (i.e. CSA)

B. Quality - Compliance with Contract Standards & Specifications

- 1. Did the contractor comply with standards and specifications in the contract?
- 2. Was the quality throughout the project in compliance with the contract?
- 3. Did the contractor promptly & effectively correct defective work as the project progressed?

C. Organization - Work Plan and Management

- 1. Did the contractor submit a satisfactory baseline schedule in compliance with the contract?
- 2. Did the contractor commence the work on time?
- 3. Did the contractor submit accurate and timely schedule updates in accordance with the contract?
- 4. Did the contractor staff and resource the project in compliance with the contract?
- 5. Did the contractor provide effective site supervision?
- 6. Did the contractor effectively coordinate and manage the work of its subcontractors?
- 7. Did a person with decision-making authority represent the contractor at progress meetings?
- 8. Did the Contractor submit timely, relevant requests for information (RFIs) as needed?
- 9. Were shop drawings submitted according to shop drawing schedule and in compliance with the contract?

D. Execution - Work Performance

- 1. Did the contractor achieve substantial performance and complete the project on time?
- 2. Did the contractor follow the approved schedule and meet milestones?
- 3. Did the contractor provide effective quality control?
- 4. Did the contractor keep the site clean and free of trash and debris in compliance with the contract? Protecting those on site and the public (including pedestrians and those with disabilities)
- 5. Did the contractor promptly comply with change orders, change directives, site instructions?
- 6. Did the contractor seek authorization to perform extra or additional work?
- 7. Did the contractor adequately address disputes, damages & claims with third parties to City PM's knowledge?
- 8. Were the following items accurate, complete and submitted/performed on time?
 - 8.1. Look ahead schedules or work plans
 - 8.2. Accurate and complete record documents (as-builts)
 - 8.3. Traffic Management Plan / Traffic Control Plan (including protecting pedestrians and those with disabilities)
 - 8.4. Secure and/or closed applicable municipal permits
 - 8.5. Startup testing and commissioning reports
 - 8.6. Operations training plan and maintenance manuals and closeout documents

E. Administration - Customer Service and Diligence

- 1. Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & all stakeholders (including public and those with disabilities)?
- 2. Did the contractor cooperate in resolving project problems and display initiative to implement solutions?
- 3. Did the contractor demonstrate accountability for problems for which they were responsible?
- 4. Did the contractor submit accurate, complete invoices in a timely manner?
- 5. Did the contractor provide reasonable change order quotes and timelines?
- 6. Did the contractor accept responsibility for the full scope and extent of the contract?
- 7. Did the contractor coordinate to minimize disruption to the public (including pedestrians and those with disabilities) and City operations?